

***Fund Administration and
Standardized Document Automation
System***

(FASTDATA)

***UPPER LEVEL
FUNDING
USERS GUIDE***

***(For Major Command, Component Command
and Resource Manager Roles)***

WEB Version 10-1L

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FASTDATA WEB INTRODUCTION

BENEFITS

FASTDATA WEB:

- Provides the capability to manage funds at various levels to allow individual Command flexibility
- Offers processing of multi-year appropriations
- Processes O&M,N; Allotment; RPN; MPN; and RDT&E funding types
- Offers the opportunity to upload authorizations and RC funds to STARS-FL
- Assigns document numbers for source documents or memo records
- Captures transactions for submission to STARS-FL
- Provides a methodology for reconciling with STARS-FL
- Provides reports for funds management
 - Up-to-date status of available funds
 - Detailed document history reports

HOW TO REPORT TROUBLE CALLS

Major Command, Component Command and Resource Manager Roles should contact the System Administrator or Alternate System Administrator assigned to their command.

For issues dealing with database corrections, technical issues or connectivity problems, contact the FASTDATA Help Desk at 1-850-452-1001, Option 1, then Option 5 or via email at fastdata.helpdesk@navy.mil.

For after-hours support, send an email to the above address with the nature of the problem. A response will be sent first thing the following business workday.

SYSTEM STRUCTURE

FASTDATA Web is accessed through a secure internet. Implementation of the Web begins with the Database Administrator (DBA) who will create a System Administrator (SA) Role for the Command's chosen representative and will provide him/her a User ID and password. This person is automatically associated with the Major Command and assumes implementation duties. Upon receiving required forms from the requesting command, the DBA is also responsible for creating FASTDATA Web users for each activity and assigning these users a default password.

The System Administrator will then proceed to establish Roles within FASTDATA and will assign users to these roles. **Every FASTDATA user must be assigned to at least one Role.**

ROLES USED WITHIN FASTDATA WEB

- System Administrator (SA)
- Alternate System Administrator (ASA)
- Major Command (MC)
- Component Command (CC)
- Resource Manager (RM)
- Fund Administrator (FA)
- Site

System Administrator (SA)

The System Administrator (SA) is an individual who has the capability to maintain user accounts that were established by the DBA; create user roles for all other application levels ((Component Command (CC), Resource Manager (RM), Fund Administrator (FA), and Sites)); assign users to roles, create FA and Site workgroups which define the level of access for user roles, and assign users to those workgroups.

The primary System Administrator (SA) may assign Alternate System Administrators (ASA) and determine the level of authority at which they may function.

Major Command (MC)

A Major Command may be a bureau, office, command, or headquarters designated as an administering office under the Operation and Maintenance appropriations in NAVSO P-1000. Navy Major Commands receive operating budgets directly from the Chief of Naval Operations Fiscal Management Division (N-82).

In FASTDATA, the Major Command may be part of what is known as an “Upper Level” funding chain so that in addition to initially entering funds at the Fund Administrator (FA) level, the option exists to enter funds at a Major Command, Component Command or Resource Manager level.

For example, the Major Command may establish a Resource Authorization in which he enters the funds. Subsequently, he would distribute some or all of those funds to the Fund Administrator, either directly or via a Component Command and/or Resource Manager. Various scenarios of how to use the Upper Level funding chain are discussed in Appendix A.

This upper level configuration will allow a hierarchical system of user accesses that will also allow drill-down and roll-up views of a command’s accounting and financial framework.

Component Command (CC)

A Component Command may be a Bureau, office, or command designated as an administering office that receives their operating budget from a Major Command.

In FASTDATA, the Component Command may also be part of the “Upper Level” funding chain discussed above under **Major Command**. The Major Command may pass funds through a Component Command to the FA. If this capability is used, the Component Command has enhanced visibility of the work being done at the FA and Site.

Resource Manager (RM)

A Resource Manager is the head of a staff element responsible for the management of a specified appropriation or its subdivision, revolving fund, or for the management of the overall manpower authorization. A Resource Manager may bear the title of comptroller, appropriation, budget program, or budget activity manager and may be responsible for numerous FAs.

In FASTDATA, the Resource Manager may be part of the “Upper Level” funding chain discussed above under **Major Command**. The Major Command may pass funds through a Resource Manager to the FA. If this capability is used, the Resource Manager has enhanced visibility of the work being done at the FA and Site.

Fund Administrator (FA)

A Fund Administrator has control of the money designated for a particular Line of Accounting (LOA). The money for the fiscal year’s appropriation may be received by the FA from his Major Command, Component Command, or Resource Manager or may be entered at the FA into a Resource Authorization. The FA will still be responsible for establishing the Financial Framework of his Command.

The FA funds must be divided and made available to the FA's associated Sites. The money that the FA distributes to each Site can be Direct and/or (Funded) Reimbursable. Direct money is the FA’s obligation authority that will be used by Sites to obligate for their own needs, i.e., supplies, office equipment, utilities, etc. Reimbursable funding is money that the FA has received from another activity, citing the other activity's LOA, for the purpose of supplying goods or services to the requesting activity (i.e., developing software for them).

Once a Site has created its documents and generated transactions, the data is transmitted to the FA for review. The FA then sends this data to the official accounting system (STARS-FL). STARS-FL in turn, will gather all the expenditures (payments) that are for a particular FA and export them to the respective FA. The FA will import these expenditures from STARS-FL and then release them to the individual Sites that originally created the obligation transaction, thus completing the cycle of the document.

Site

A Site may be a department, division, directorate, or sub activity that receives its control data (funding) from the Fund Administrator.

Sites are created by the System Administrator and associated with an FA. When that FA creates his financial framework, each OPTAR must also be associated to a Site to indicate which entity (Site) will be creating documents against that OPTAR’s budget. Once the financial framework is received from the FA, Site users can begin creating documents. These documents generate accounting transactions (commitments, obligations or accounts payable) that flow through the FA to STARS-FL.

FINANCIAL FRAMEWORK

The Financial Framework is created by the FA and contains levels of financial control data consisting of a Responsibility Center, Operating Target, Authorization, Job Order Number and Serial Range. Each is defined below:

Responsibility Center (RC)

The Responsibility Center record reflects all or a portion of the money allotted to a particular line of accounting by the Resource Authorization. It will be associated with an Appropriation, BCN, Subhead, BP/Allotment, SA/OB Suffix and AAA Code. Each RC may have one or many Operating Targets (OPTARs) attached to it.

Operating Target (OPTAR)

Within an RC, the OPTAR will identify certain types of money control such as whether the money source is Direct (from Major Command) or Reimbursable (from another activity). The OPTAR record contains a “check for funds” feature that allows for more control over the associated Site’s spending. An OPTAR can never be attached to more than one RC. Each OPTAR can have one or many Authorizations attached to it.

Authorization (AUTH)

Each Authorization is given only direct or reimbursable money as is dictated by the owning OPTAR. The Authorization will identify different types of money control within the OPTAR such as Ceiling or Fenced and Labor or Other (non-labor).

An Authorization can never be attached to more than one OPTAR; however, multiple Authorizations can be attached to one OPTAR. Each Authorization can have one or many Job Order Numbers attached to it.

The FA will distribute dollars at this Authorization level, and the dollars roll up to the assigned OPTAR level.

Job Order Number (JON)

JONs are used to capture dollars spent when Sites input financial transactions. They are used as a means to identify a specific line of accounting by their attachment to AUTHs, OPTARs, and ultimately an RC. JONS may be created in FASTDATA and uploaded to STARS-FL or may be created in STARS-FL and brought into FASTDATA.

Serial Ranges

Serial Ranges are provided to Sites for use in automatically assigning the last 4 positions of a MILSTRIP DCN and the last 5 positions of an SDN. For example, a MILSTRIP DCN would begin with a service code and UIC, followed by the Julian date. The last four positions are derived from the serial range established by the FA.

N00188 3091 _ _ _ _

A standard document number (SDN) also begins with the service code and UIC, but it is followed by the 2-position fiscal year and the document type. The last five positions are derived from the serial range established by the FA.

N00188 13 TO _ _ _ _ _

Serial ranges may be set up for one document type or may be set up to accommodate all document types.

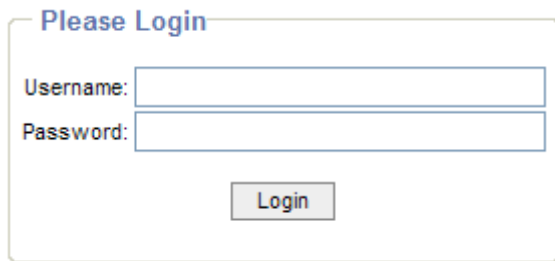
Serial Ranges can be established so that the Site can use the range when creating documents for any existing OPTAR - or - the range can be established so that it is specific to only one OPTAR. To accomplish this, the FA would have to “Set Site” and then choose the desired OPTAR from the RC/OPTAR dropdown.

Serial Ranges cannot overlap the Beginning or Ending Serial Number of another Serial Range for the same document type within the same SDN UIC.

The Fund Administrator has the capability to deactivate/reactivate and/or delete a serial range that has been released to a Site. The steps required for these actions are provided in the On-Line Help and the FA Users Guide.

FASTDATA WEB NAVIGATION

When a new FASTDATA user first types in the WEB URL, a Legal Notice page will appear. After reading it and clicking OK, he will see a screen similar to:



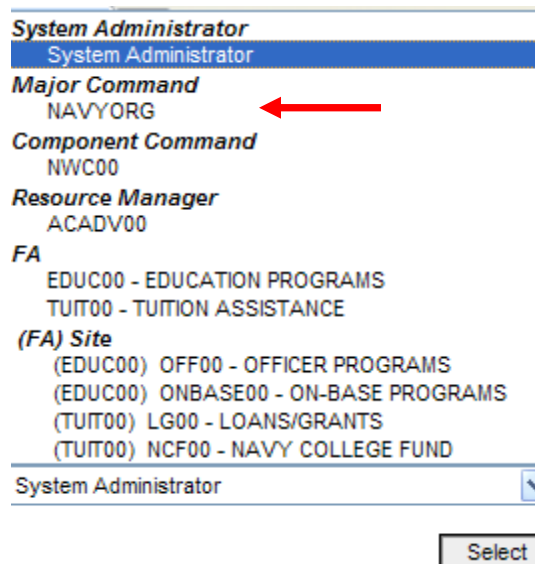
A login form titled "Please Login" with a yellow border. It contains two input fields: "Username:" and "Password:". Below the fields is a "Login" button.

The first time you use FASTDATA, enter the Username and Password that was provided to you. Your CAC will be enabled for future logons. Once you are connected to FASTDATA, the first screen you see will be similar to:



A form titled "Please Select a Role" with a yellow border. It contains a dropdown menu with "System Administrator" selected. Below the dropdown is a "Select" button.

In the "Please Select a Role" dropdown list, the highest level you have been assigned will be the first role on the screen. All roles to which you are assigned will be visible by using the dropdown list arrow.



An expanded dropdown menu for role selection. The roles listed are: **System Administrator** (highlighted in blue), **Major Command** (with sub-option NAVYORG), **Component Command** (with sub-option NWC00), **Resource Manager** (with sub-option ACADV00), **FA** (with sub-options EDUC00 - EDUCATION PROGRAMS and TUT00 - TUITION ASSISTANCE), and **(FA) Site** (with sub-options (EDUC00) OFF00 - OFFICER PROGRAMS, (EDUC00) ONBASE00 - ON-BASE PROGRAMS, (TUT00) LG00 - LOANS/GRANTS, and (TUT00) NCF00 - NAVY COLLEGE FUND). A red arrow points to the NAVYORG option. At the bottom is a "Select" button.

The role selected will dictate what elements of the FASTDATA Web menu are available to the user. For instance, a Site user will not have the same access as that of an FA or Major

Command. The menu options will be different depending on the role selected.

In this instance, choose Major Command as your role assignment and click Select to go to the Major Command Home page.



For ease in reading, the screen above is shown below in two parts, first the left hand side of the screen and then the right hand side.

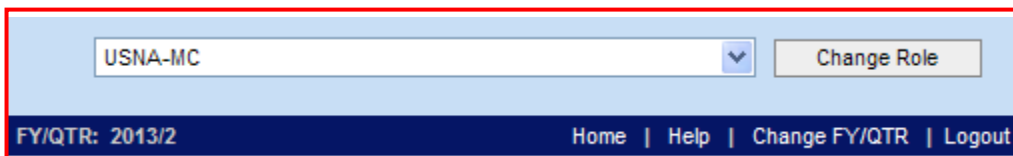
Left side of screen:



Note that the **FASTDATA Version** is shown on the top left of the screen, reflecting the version of the FASTDATA application currently being used. Other header items are:

- **Current Role** - The role the user has selected for this FASTDATA session.

Right side of screen:



- Use the dropdown list at the top right of the screen to display all roles to which you have been assigned. To switch from the present role to another, highlight and click on the desired new role and select **Change Role**.
- **FY/QTR:** Indicates the FY/QTR in which the user is signed on to work. This may be changed by using Change FY/QTR.
- **Home** – Selection of this header item returns the user to the Main Menu. (To get from one Menu item to the next, selecting **Home** will always close what is currently open and takes you to the Major Command's main menu to select another menu item.)
- **Help** - Select Help to view online help for the current page.
- **Change FY/QTR** – This menu item allows the user to change the active FY/QTR.
- **Logout** - Select Logout to return to the FASTDATA Login page.

Under the header bar and on the left side of the screen, note the four main functions of the Major Command. Each of these functions has “sub-menu” functions that will be explored in the following pages of this Guide.



MAJOR COMMAND ROLE

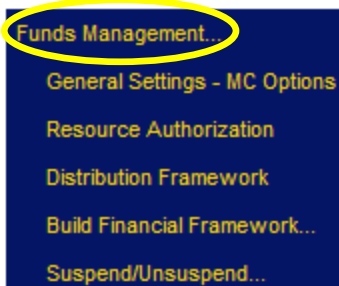
There are four main menu functions available for the Major Command user. Each has multiple “sub-menu” items from which to choose. These are discussed below.



Funds Management...
Reports...
File Manager...
Utilities...

FUNDS MANAGEMENT MENU

Highlighting Funds Management will reveal five “sub-menu” options available to the Major Command role:



Funds Management...
General Settings - MC Options
Resource Authorization
Distribution Framework
Build Financial Framework...
Suspend/Unsuspend...

General Settings – MC Options

The Major Command has the ability to set these options that impacts all FAs. The FA may or may not be able to override the option depending on which option it is and if the role has been granted security for it.

General Settings - MC Options		
Set Cost Center(CC)/Subcost Center(SCC) Configuration		
Not Controlled by MC	<input checked="" type="radio"/>	
RC/OPTAR	<input type="radio"/>	
Site/OPTAR	<input type="radio"/>	
OPTAR/Authorization	<input type="radio"/>	
Set Recon Cost Difference Option		
FASTDATA Total Liquidated Cost	<input type="radio"/>	
FASTDATA Calculated Actual Cost	<input checked="" type="radio"/>	
Set Transmit RCs/Auths to STARS	Yes	No
Enable RC 110 Authorizations Transfers	<input checked="" type="radio"/>	<input type="radio"/>
Enable 010 and 121 Authorizations Transfers	<input checked="" type="radio"/>	<input type="radio"/>
Set Process Outyear JON Status	Yes	No
Enable JON Status	<input checked="" type="radio"/>	<input type="radio"/>
Carry Forward to Outyear	<input type="radio"/>	
Reset Status	<input type="radio"/>	
Set JON Validation Fields	Yes	No
Enable CAD Validation Field	<input type="radio"/>	<input checked="" type="radio"/>
Enable FORG Validation Field	<input type="radio"/>	<input checked="" type="radio"/>
Enable DMLSS Validation Field	<input type="radio"/>	<input checked="" type="radio"/>

CC/SCC Configuration Option

This menu item allows the Major Command (BSO) to enforce the cost center and sub-cost center (CC/SCC) values based on a preset selection of options. When reorganizing financial framework, FASTDATA will set the CC/SCC on JONs in accordance with the preset selection. Additionally, it will set the JON to export to STARS-FL. If the CC/SCC is controlled by this setting, user entry will not be allowed to override the set values.

In the BUMED financial framework, the CC is set to the Site code of the OPTAR associated to the JON and the SCC is set to the OPTAR. Reorganizing the financial framework (i.e. moving an OPTAR, Auth or JON) requires that these values be kept in sync and that the modification be sent to STARS. Changing an authorization on a JON within the same RC/OPTAR does not need to send the modification but does not cause any problems if sent.

If the Major Command chooses to use this feature, they would indicate which level equals the CC/SCC.

Set Recon Cost Difference Option

Background: To ensure the integrity of financial records in both systems, a process exists to reconcile FASTDATA and STARS-FL transactions. The process is initiated when the FA activates the automated job entitled “Perform Reconciliation.” A Summary Reconciliation Report displays the variances created upon comparison of the two systems.

The menu option allows each Major Command to decide the methodology for cost comparison. All Fund Administrators (FAs) under a Major Command must abide by the same setting.

Default is a comparison of FASTDATA Total Liquidated Cost to STARS-FL, i.e. adding liquidated buckets together to determine overall FASTDATA costs. The other option is a comparison of FASTDATA Calculated Actual Cost to STARS-FL.


The Action Item List (AIL) Recon Section will use the Major Command’s selected option when determining which records are un-reconciled for the purpose of counting the number of DCN/ACRNs reconciled, the number of recon differences and for calculating reconciled percentages.

If a change is made during the year, FASTDATA will clear error messages, re-execute the reconciliation and record the results for the FAs within the Major Command.

Set Transmit RC/Auths to STARS Option

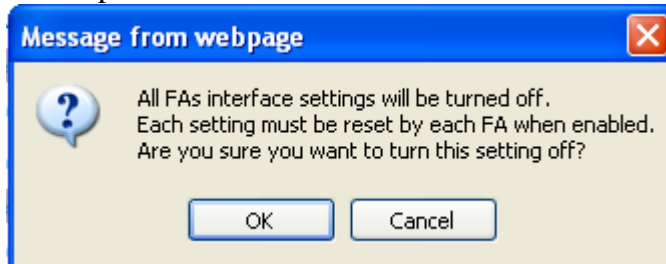
This controls if the command will utilize the authorization interface with STARS or not. When it is set to ‘No’, the following two options will be hidden from the FA user:

1. The RC Transmit 110 Authorizations in the RC Admin screen.

New Responsibility Center	
RC ID:	<input type="text"/>
Dept:	17
BFY:	2013
Basic Symbol:	1804
BCN/BP ALLOT:	00161
Budget System:	<input type="text" value="None"/>
System Code:	1 - RMS (O&MN and DBOF)
Expenditure Variance %:	<input type="text" value="0"/>
Transmit Acct Transactions:	<input checked="" type="checkbox"/>
Transmit 110 Authorizations:	<input type="checkbox"/>
Effective Date:	<input type="text" value="1/31/2013"/> 

- The Transfer Authorization (10 Direct /121 Reimbursable) and the Authorization JON field in the Auth Admin screen.

If the option has been set to Yes and the MC elects to set it to No, a warning message displays:



Set Process Outyear JON Status

Set Process Outyear JON Status	Yes	No
Enable JON Status	<input checked="" type="radio"/>	<input type="radio"/>
Carry Forward to Outyear		<input type="radio"/>
Reset Status		<input type="radio"/>

This option gives the MC the ability to 'lock' the FA from changing the Process Outyear JON option for each RC.

The default is Yes to Enable JON Status (Allows FA to control). If the MC changes to No, then either Carry Forward to Outyear or Reset Status must be checked too.

At the FA menu, Utilities / Process Outyear, the FA has the option to Carry forward to Outyear or Reset Status as shown below. If the MC sets the enable JON Status to No, selects either option, it will override all FA settings and lock the FA from updating.

Select RC(s) to be promoted to the outyear.						
Select	JON Status	RC	Appropriation	Subhead	BCN/BP ALLOT	SA/OB Suffix
<input type="checkbox"/>	Carry forward to Outyear	12TX	17 14 1804	12TX	00161	
<input type="checkbox"/>	Reset status	REMB	17 14 1804	22LA	00161	0
<input type="checkbox"/>	Carry forward to Outyear	22LA	17 14 1804	22LA	00161	0
<input type="checkbox"/>	Carry forward to Outyear	22TA	17 14 1804	22TA	00161	0

Promote

☒ Direct OPTAR(s)
 ☐ Reimbursable OPTAR(s)
 ☐ Direct and Reimbursable OPTAR(s)

Roll RC and Authorization Amounts

☒ Do not roll funds
 ☐ 1st quarter only
 ☐ All 4 quarters

Select All

Deselect All

Process

Close


Set JON Validation Fields

Set JON Validation Fields	Yes	No
Enable CAD Validation Field	<input type="radio"/>	<input checked="" type="radio"/>
Enable FORG Validation Field	<input type="radio"/>	<input checked="" type="radio"/>
Enable DMLSS Validation Field	<input type="radio"/>	<input checked="" type="radio"/>

This setting applies to BUMED DMLSS FAs. The SA grants access to set these options.

Setting these options to Yes, FASTDATA presents the MC User with a warning message that the job order numbers will not export to STARS, DMLSS or the sites until the JONs are marked as valid.

Message from webpage



Job Orders will not export to STARS, the Sites, or DMLSS until the Job Orders are marked as valid. This change may take a few minutes to complete. Are you sure you want to turn this setting off?

OK

Cancel

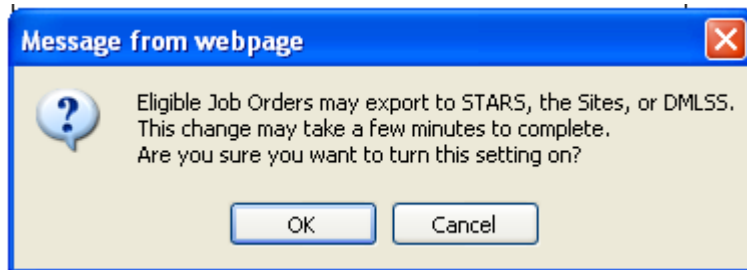
MC User acknowledges the warning.

FASTDATA updates the value of the flags and changes the value of the CAD, FORG, and DMLSS validation fields on all job order numbers within the Major Command to '99999'. This starts a batch job and it may take a while to update all FAs' JONs.

When the next JON export cycle runs, no JONs are exported to STARS or DMLSS. Any JONs that had not previously been released to the Site may not be released, but any that had already been released are not 'unreleased'.

The FA User cannot see the CAD, FORG, and DMLSS Validation options in the JON Admin.

If the MC sets the CAD, FORG, and DMLSS validation options to 'No', FASTDATA presents the MC User with a warning message that the eligible JONs will export to STARS, DMLSS or the sites.



MC User acknowledges the warning.

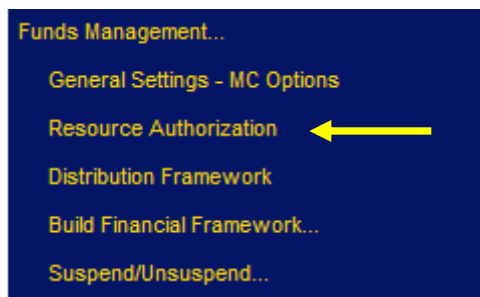
FD updates the value of the flags and changes the value of the CAD, FORG, and DMLSS validation fields on all job order numbers within the Major Command to '00000'. This starts a batch job and it may take a while to update all FAs' JONs.

When the next JON export cycle runs, any JONs with CAD, FORG, and DMLSS values of '00000' (and appropriate status, export to STARS indicator, etc.) will export to STARS, DMLSS and are allowed to be released to the sites.

Resource Authorization

A **Resource Authorization (RA)** is the first entry point of the funding to be used in FASTDATA Web and will reflect the money your command has received on a funding document such as the 2168-1.

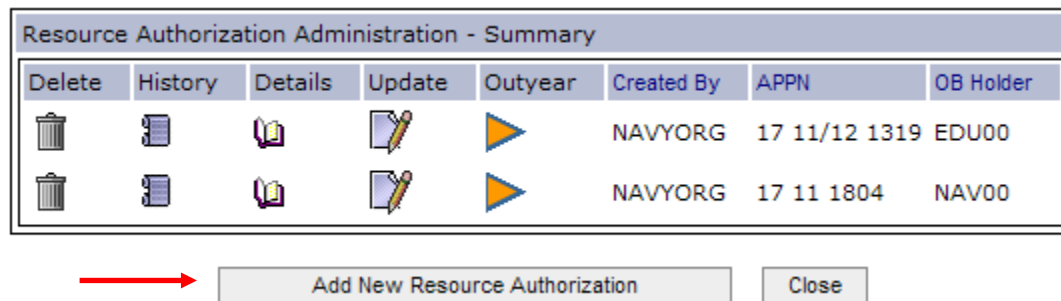
As discussed in the Introduction of this manual, a Resource Authorization may be established at any of the role levels above the Site and may be distributed in a number of ways. For instance, the Major Command may directly fund an FA or may distribute funds to the FA through a Component Command and/or Resource Manager. Therefore, in order to distinguish which funding method your Command is going to incorporate, it is necessary to set up the desired **Distribution Framework *before* establishing the RA.**



Selection of the Resource Authorization sub-menu option results in display of the Resource Authorization Administration - Summary screen as shown below. The screen shows existing Resource Authorizations and available options: Delete, History, Details, Update and Outyear. The Role that established the RA is shown in the Created By column. From this screen, you may also add New Resource Authorizations.

Resource Authorization – Add

The Add New Resource Authorization button is used to create a new RA. Selection of this option results in display of the New Resource Authorization screen as shown below.



New Resource Authorization

- General
←

Funding Type: O&MN

OB Holder:

Department:

Approval Date: ▼

Expired Date:

Begin Fiscal Year:

End Fiscal Year:

APPN:

Effective Date: ▼

- Subheads

Delete	Distribution	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA	Cost Code	TTC	Q1 Funds	Q2 Funds	Q3 Funds
No Funding Assigned															
Total:													0.00	0.00	0.00

→

Add Subhead
Save
Close

Enter the General information from the funding document, and then select Add Subhead to enter the Subhead slated to receive the Resource Authorization dollars. (Subheads are the first level of subdivisions of an Appropriation.) You may add multiple Subheads.

Fields on the New Resource Authorization screen are described below:

General Section

Funding Type - Possible funding types are Operation & Maintenance, Navy (O&MN); Allotment (ALLOT); Reserve Personnel, Navy (RPN); Military Personnel, Navy (MPN) and Research and Development (RDT&E).

OB Holder - A unique UIC identifying the Operating Budget Holder associated with the new Resource Authorization.

Department - A two-digit numeric identifier of the governmental department to whom the funds are appropriated or the department responsible for administering the funds. Examples are: 17 for Navy and 97 for DOD.

Approval Date – The date on which the Resource Authorization was approved.

Expired Date - This is an optional field used with multiyear appropriations. When entered, it must be equal to or greater than the Effective Date. The Expired Date indicates the extended period of performance beyond the ending date of the appropriation during which new obligations may be made for the ending fiscal year up to this date.

Begin Fiscal Year – The beginning fiscal year of the appropriation being entered.

End Fiscal Year – The ending fiscal year of the appropriation being entered.

APPN - A 4-position code that identifies the Fund Account authorized by Congress to incur obligations for specified purposes. Examples are: 1804 for O&MN and 1319 for RDT&E.

Effective Date - The date on which the Resource Authorization becomes effective.

Subhead Section

Fields required for adding a Subhead are described on the next page.

Required:

Subhead – A four-position code identifying the first division level below the appropriation.

Remarks – User-defined information regarding the use of the funds.

Optional:

Delete – If the trashcan icon is available in this column, the Subhead may be deleted.

Distribution - Select the Distribution Icon to distribute funds to a lower-level Role. For instance, a Major Command could distribute to a Component Command, Resource Manager or an FA; but a Resource Manager could only distribute to an FA. (Remember that the Distribution Framework has to be set up to accommodate this at the originating Role.)

Sequence Nbr – Identifies the number of consecutive changes that have been made to a Subhead. There will be no entry in this field upon initial establishment of a Subhead.

FY – The Fiscal Year to which the entered funds are to be applied.

BCN – Bureau Control Number.

Sub Allot – A one-position alpha/numeric code representing the sub-allotment. A zero is used unless more than one operating budget is issued to a single UIC under the same subhead.

AAA – This optional field indicates the Authorization Accounting Activity for this subhead.

OC – The Object Class is an optional 3-position alphanumeric classification based on the nature of the services, articles or other items involved. Use zeros except for financial transactions affecting international balance of payments or 006 for Reimbursable Source Code 6.

PAA – The Property Accounting Activity code is used to configure the PAA field in the line of accounting on printed documents.

Cost Code –The JON and Expense Element to be associated with the new Subhead.

TTC – Transaction Type Code; usually 2D.











Q1 Funds thru Q4 Funds – Funding provided to this Subhead broken into Quarters 1-4.

Year – After Save, the total of the Q1 thru Q4 funds.

Complete the Subhead information and click Save to establish the new RA and Subhead.

Resource Authorization – Delete

Selecting the Delete Icon removes the associated Resource Authorization; however, you may not delete a Resource Authorization that has a distributed Subhead.

Resource Authorization Administration - Summary							
Delete	History	Details	Update	Outyear	Created By	APPN	OB Holder
					NAVYORG	17 11/12 1319	EDU00
					NAVYORG	17 11 1804	NAV00











Add New Resource Authorization

Close

Resource Authorization – History

The Resource Authorization History screen provides a view-only page of general information regarding the Authorization and details about the established Subheads.

The user would click on the History Icon to open the Resource Authorization History screen.

Resource Authorization Administration - Summary							
Delete	History	Details	Update	Outyear	Created By	APPN	OB Holder
					NAVYORG	17 11/12 1319	EDU00
					NAVYORG	17 11 1804	NAV00

Add New Resource Authorization

Close

Due to its size, the Resource Authorization History screen shown below is divided into two sections and shows a view of the Subheads that make up the Authorization.

General section- provides information about the Authorization

Subheads section- provides details (applicable coding and funding) about the Subheads

Left hand side of the screen:

Resource Authorization History

General

Funding Type: O&MN OB Holder: NAV00 Department: 17 Approval Date: 9/28/2009 Expired Date:
Begin Fiscal Year: 2011 End Fiscal Year: 2011 APPN: 1804 Effective Date: 10/1/2009

Subheads

History	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA
	1300	0	2011	HAPPY NEW YEAR!	NAV00	0	068566	000	000001


Right hand side:

Cost Code	TTC	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Year
NAV00812345N	2D	35,000.00	25,000.00	25,000.00	15,000.00	100,000.00
Total:		35,000.00	25,000.00	25,000.00	15,000.00	100,000.00

Close

If there is an icon in the History column of the Subhead, as shown in the example below, the user can select it to drill down to lower level details of the Subhead.

Subheads

History	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA	Cost Code
	1300	1	2009	HAPPY NEW YEAR!	NAV33	0	068566	000	000001	NAV00812345N

This example shows the Sequence Nbr column contains both the initial entry (0) and change (1) where the BCN was changed:

APPN 17 09 1804 1300 History

Basic:														
Date Created	Subhead	Sequence Nbr	Remarks	BCN	Sub Allot	AAA	OC	PAA	Cost Code	TTC	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds
10/14/2009	1300	0	HAPPY NEW YEAR!	NAV00	0	068566	000	000001	NAV00812345N	2D	35,000.00	25,000.00	25,000.00	15,000.00
Amendments:														
Date Created	Subhead	Sequence Nbr	Remarks	BCN	Sub Allot	AAA	OC	PAA	Cost Code	TTC	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds
02/22/2010	1300	1	HAPPY NEW YEAR!	NAV33	0	068566	000	000001	NAV00812345N	2D	0.00	0.00	0.00	0.00
Total											Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds
											35,000.00	25,000.00	25,000.00	15,000.00

Resource Authorization – Details

To view Subhead details, including Authorization and Amendment information, click on the Details Icon.

Resource Authorization Administration - Summary							
Delete	History	Details	Update	Outyear	Created By	APPN	OB Holder
					NAVYORG	17 11/12 1319	EDU00
					NAVYORG	17 11 1804	NAV00


Below is a portion of the resulting Resource Authorization Details screen:

Resource Authorization Details									
General									
Funding Type: RDT&E		OB Holder: <input type="text" value="EDU00"/>	Department: <input type="text" value="17"/>	Approval Date: 10/6/2010 Expired Date:					
Begin Fiscal Year: <input type="text" value="2011"/>		End Fiscal Year: <input type="text" value="2012"/>		APPN: <input type="text" value="1319"/>	Effective Date: 10/6/2010				
Subheads									
Details	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA
	4200	0	2011	BASIC	EDU00	0	068566	000	

As long as there is an icon in the Details column, the user would be able to drill down to lower level details of the selected Subhead. A sample is provided below that drills down all the way to the Job Order record.

FA Fund Details - Authorization Detail

APPN: 17 09/10 1319

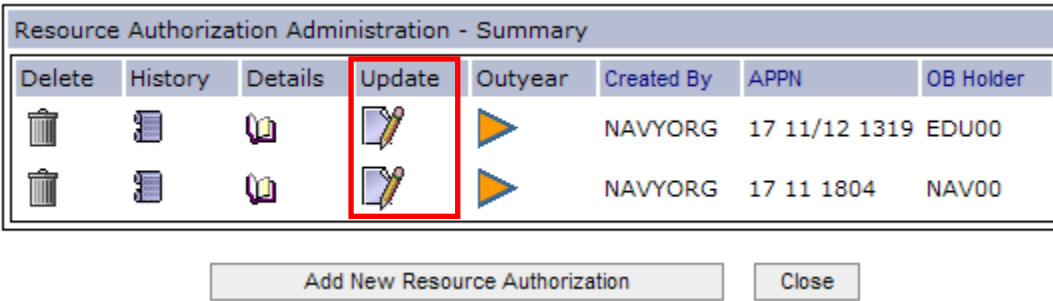
FA Funding							
Subhead	Remarks	Sequence Nbr	BCN	Sub Allot	AAA	OC	
4200	BASIC	0	EDU00	0	068566	000	
PAA	Cost Code	TTC	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Total
			0.00	0.00	0.00	3,000.00	3,000.00
RC							
RC		Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Total	
MY		0.00	0.00	0.00	0.00	0.00	
OPTAR							
OPTAR	Description	Direct Reimb Cd				Total Obligated	Total Authorized
MY01	MULTIYEAR OPTAR 1	D				131.00	1,100.00
Authorization							
Authorization	Labor Cd						
MY0001	N						
	Encumbered	Inventory Issue	Q1 Authorized	Q2 Authorized	Q3 Authorized	Q4 Authorized	Total Authorized
	0.00	0.00	0.00	0.00	1,000.00	100.00	1,100.00
Job Orders							
Details	Job Order	Description					Total Obligated
	LESSN9TASK1	TEST JON					131.00

Selecting the Job Orders Details icon provides a list of all documents that used that JON:

Documents				
DCN	Acrn	Last Sequence Nbr	Actual Cost	
NEDU0009RCA1004	AA	00	1.00	
NEDU0009WRA5011	AA	00	130.00	
			Total	131.00

Resource Authorization – Update

Use the Update Icon to **modify** existing Subhead information or funds; to **create** new Subheads or to **distribute** funds to a lower echelon.

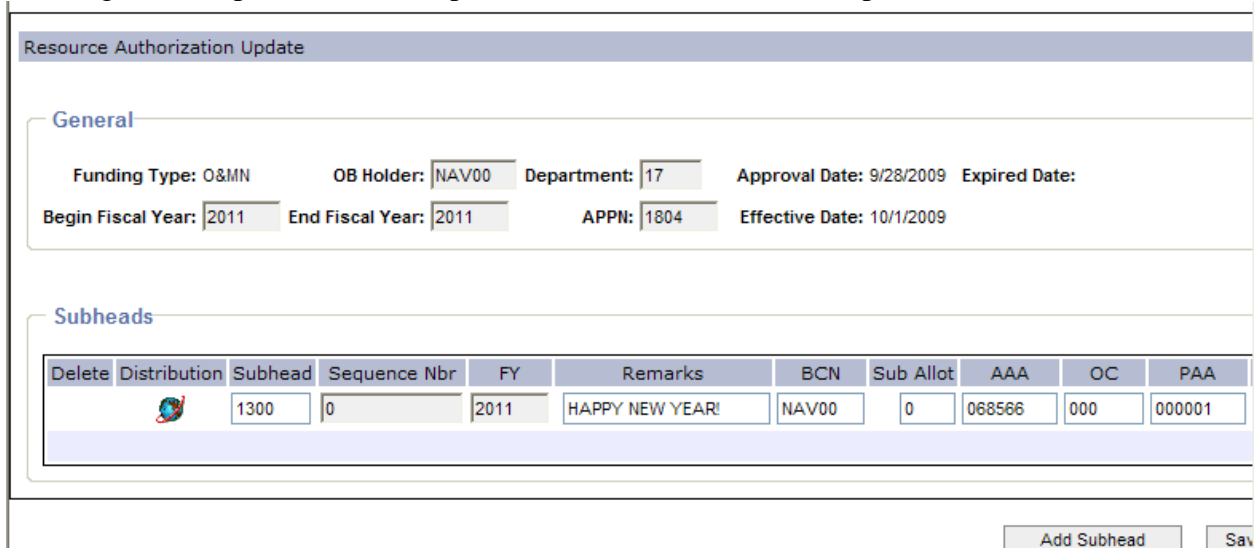


The screenshot shows the 'Resource Authorization Administration - Summary' window. It features a table with columns: Delete, History, Details, Update, Outyear, Created By, APPN, and OB Holder. The 'Update' column, which contains a pencil icon, is highlighted with a red rectangle. Below the table are two buttons: 'Add New Resource Authorization' and 'Close'.

Delete	History	Details	Update	Outyear	Created By	APPN	OB Holder
					NAVYORG	17 11/12 1319	EDU00
					NAVYORG	17 11 1804	NAV00

Buttons: Add New Resource Authorization, Close

Clicking on the Update Icon will open a Resource Authorization Update screen similar to:



The screenshot shows the 'Resource Authorization Update' screen. It has two main sections: 'General' and 'Subheads'. The 'General' section contains fields for Funding Type, OB Holder, Department, Approval Date, Expired Date, Begin Fiscal Year, End Fiscal Year, APPN, and Effective Date. The 'Subheads' section contains a table with columns: Delete, Distribution, Subhead, Sequence Nbr, FY, Remarks, BCN, Sub Allot, AAA, OC, and PAA. At the bottom right are buttons for 'Add Subhead' and 'Save'.

General

Funding Type: O&MN OB Holder: NAV00 Department: 17 Approval Date: 9/28/2009 Expired Date:
Begin Fiscal Year: 2011 End Fiscal Year: 2011 APPN: 1804 Effective Date: 10/1/2009

Subheads

Delete	Distribution	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA
		1300	0	2011	HAPPY NEW YEAR!	NAV00	0	068566	000	000001

Buttons: Add Subhead, Save

The General information is display only.

A Delete (trashcan) Icon will appear for all eligible Subheads. If a Subhead has already been distributed, it may not be deleted. If there is only one Subhead and you want to delete it, you will have to delete the RA, too, from the RA Summary screen.

Modifying Existing Subhead Information or Funds

In the example below, the user wishes to change the BCN associated with the 1300 Subhead from NAV00 to NAV33. Simply type over NAV00 with the desired information and Save.

The image displays two sequential screenshots of a web-based form titled "Resource Authorization Update".

Top Screenshot: The "General" section shows fields for Funding Type (O&MN), OB Holder (NAV00), Department (17), Approval Date (9/28/2009), Expired Date, Begin Fiscal Year (2011), End Fiscal Year (2011), APPN (1804), and Effective Date (10/1/2009). The "Subheads" section contains a table with one row for Subhead 1300, Sequence Nbr 0, FY 2011, Remarks "HAPPY NEW YEAR!", and BCN NAV00. A red arrow points to the BCN field.

Delete	Distribution	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA
		1300	0	2011	HAPPY NEW YEAR!	NAV00	0	068566	000	000001

Buttons: Add Subhead, Save

Bottom Screenshot: The same form is shown after the update. The BCN field in the table now contains "NAV33". A red arrow points to the "Save" button.

Delete	Distribution	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA
		1300	0	2011	HAPPY NEW YEAR!	NAV33	0	068566	000	000001

Buttons: Add Subhead, Save

When a successful save is completed, the new data will be displayed.

Creating a New Subhead

From the Resource Authorization Admin-Summary entry point, select Update and the Add Subhead button to receive a new blank Subhead field available for information to be added. (See below example.) When the desired Subhead data has been entered, click Save and receive the successful save message and a display of all Subheads.

Resource Authorization Update

General

Funding Type: O&MN OB Holder: NAV00 Department: 17 Approval Date: 9/28/2009 Expired Date:
Begin Fiscal Year: 2011 End Fiscal Year: 2011 APPN: 1804 Effective Date: 10/1/2009

Subheads

Delete	Distribution	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA
		1300	0	2011	HAPPY NEW YEAR!	NAV00	0	068566	000	000001
				2011						

Add Subhead Save

Distributing Funds

Use the Distribution Icon on the RA Update screen to make changes to Subhead funding or to make a distribution of funds (based on your role) to a Component Command, Resource Manager or Fund Administrator.

Resource Authorization Update

General

Funding Type: O&MN OB Holder: NAV00 Department: 17 Approval Date: 9/28/2009 Expired Date:
Begin Fiscal Year: 2011 End Fiscal Year: 2011 APPN: 1804 Effective Date: 10/1/2009

Subheads

Delete	Distribution	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA
		1300	0	2011	HAPPY NEW YEAR!	NAV00	0	068566	000	000001

Add Subhead Save

The result of selecting the Distribution icon depends on the Distribution Framework you have set up. You could see options for distributing to the Component Command, Resource Manager or FA. In the example below, the Major Command has been set up to fund the Resource Manager and/or the FA.

Fund Resource Manager

Fund FA

Save

Close

In this scenario, Fund FA was selected and resulted in a screen similar to:

FA Funding									
FA	Remarks	Sequence Nbr	BCN	Sub Allot	AAA	OC	PAA	Cost Code	TTC
EDUC00	HAPPY NEW YEAR	3	NAV00	0	068566	000	000001	NAV00812345N	2D
TUIT00	HAPPY NEW YEAR	3	NAV00	0	068566	000	000001	NAV00812345N	2D
EDUC00		0	NAV00	0	068566	000	000001	NAV00812345N	2D

From this point, the Major Command would distribute as much of the Subhead money as desired. In the scenario shown below, \$700 of the \$1000 is being passed to the FA.

OC	PAA	Cost Code	TTC	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Year
				1,000.00	1,000.00	1,000.00	1,000.00	4,000.00

OC	PAA	Cost Code	TTC	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Year
				700.00	700.00	700.00	700.00	0.00
FA Funding Total:				0.00	0.00	0.00	0.00	0.00

	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Year
Total Distributed:	0.00	0.00	0.00	0.00	0.00
Total Balance:	1,000.00	1,000.00	1,000.00	1,000.00	4,000.00

Upon saving, the Total Distributed and the Total Balance left at the Major Command will be displayed.

OC	PAA	Cost Code	TTC	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Year
				1,000.00	1,000.00	1,000.00	1,000.00	4,000.00

OC	PAA	Cost Code	TTC	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Year
				700.00	700.00	700.00	700.00	2,800.00
FA Funding Total:				700.00	700.00	700.00	700.00	2,800.00

	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Year
Total Distributed:	700.00	700.00	700.00	700.00	2,800.00
Total Balance:	300.00	300.00	300.00	300.00	1,200.00

Resource Authorization – Promote to Outyear

Use the Outyear Icon to promote the Resource Authorization in the current fiscal year to the Outyear (next fiscal year).

Promoting an RA to the Outyear is limited to the role that created the RA. Any other roles will have view-only privileges. **Promoting the RA is required before promoting a Responsibility Center.**

Clicking on the 1804 Outyear Icon in the example below will open the Resource Authorization Promote to Outyear screen.

Resource Authorization Administration - Summary							
Delete	History	Details	Update	Outyear	Created By	APPN	OB Holder
					NAVYORG	17 11/12 1319	EDU00
					NAVYORG	17 11 1804	NAV00

Placing a check in a corresponding check box indicates that particular RA is to be promoted for use in the next fiscal year.

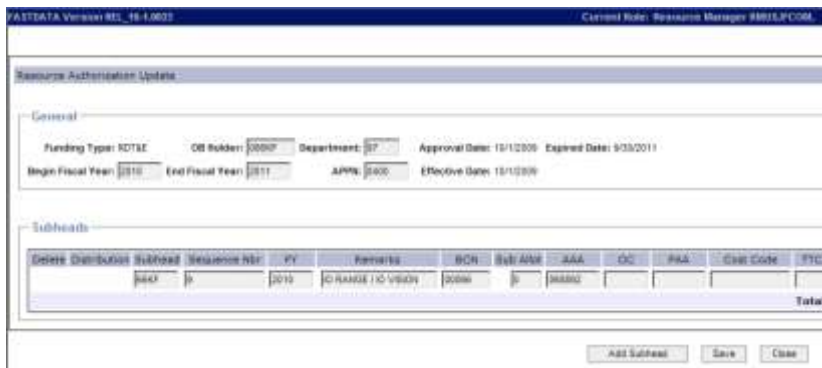
Resource Authorization Promote to Outyear										
General										
Funding Type: O&MN		OB Holder: NAV00		Department: 17		Approval Date: 9/28/2009		Expired Date:		
Begin Fiscal Year: 2011		End Fiscal Year: 2011		APPN: 1804		Effective Date: 10/1/2009		Roll Funds Ind:		<input type="checkbox"/>
Subheads										
Promote To Outyear	Outyear Status	Subhead	Sequence Nbr	FY	Remarks	BCN	Sub Allot	AAA	OC	PAA
<input type="checkbox"/>	Not Promoted	1300	0	2011	HAPPY NEW YEAR!	NAV00	0	068566	000	000001

For multi-year appropriations, the steps below have to be accomplished. In our example, FY2010 is the current year and FY2011 is the Outyear.

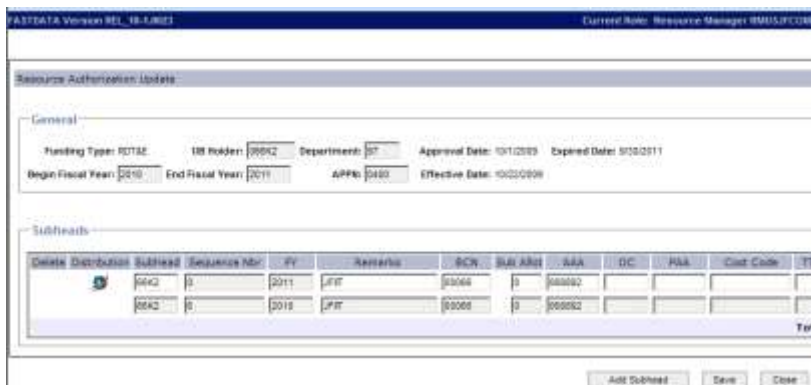
- At the level at which the RA was created, change the Fiscal Year to the Outyear
- Go to Funds Management, Resource Authorization
- Choose the RM you need to promote and click the Update Icon. (In our example, the RA was created at the RM.)



- Click Add Subhead:



- Enter the subhead data again with the new fiscal year and Save it



- Distribute it to the FA
- Go to the FA level and stay in current year (FY 2010)
- Go to Utilities, Process Outyear

- Select RCs to carry forward

Current Role: FA 00000, FY0000: 00000

Select RC(s) to be promoted to the outyear:

Select	RC Status	RC	Appropriation	Subhead	RCN/SP AuCT	SA/OS SubPc
<input type="checkbox"/>	Carry Forward to Outyear	07	07 10 0400	0000	00000	0
<input checked="" type="checkbox"/>	Carry Forward to Outyear	FY0000P000	07 10/11 0400	0000	00000	0

Promote:

☒ Direct (DPA/Rs) ☐ Reimbursable (DPA/Rs) ☐ Direct and Reimbursable (DPA/Rs)

Select All Deselect All Process Close

- Click Process
- Check financial framework to confirm success

***Note: At the FA level under Funds Management, Resource Authorization, Promote to Outyear, it still has status of “not promoted”. There is also a checkbox to “Promote to Outyear” but there is no Save button. However, it IS still promoted, but under multi-year this status doesn’t change. See below:

FA000000 Version: REL 16.4.0001 Current Role: FA 00000

Resource Authorization: Promote to Outyear

General

Funding Type: 00000 OB Holder: 00000 Department: 07 Approval Date: 10/1/2009 Expired Date: 9/30/2011
Begin Fiscal Year: 2010 End Fiscal Year: 2011 APPN: 0400 Effective Date: 10/22/2009

Subheads

Promote To Outyear	Outyear Status	Subhead	Sequence Rbr	FY	Remarks	RCN	Sub A/Rs	AAA	QC	FAA
<input type="checkbox"/>	Not Promoted	0000	0	2011		00000	0	00000		
<input type="checkbox"/>	Not Promoted	0000	0	2010	JPT	00000	0	00000		

Save

At the RM level, the status still shows “ineligible” even though it did promote to FY 2011. See below:

FA000000 Version: REL 16.4.0001 Current Role: Resource Manager 00000

Resource Authorization: Promote to Outyear

General

Funding Type: 00000 OB Holder: 00000 Department: 07 Approval Date: 10/1/2009 Expired Date: 9/30/2011
Begin Fiscal Year: 2010 End Fiscal Year: 2011 APPN: 0400 Effective Date: 10/22/2009

Subheads

Promote To Outyear	Outyear Status	Subhead	Sequence Rbr	FY	Remarks	RCN	Sub A/Rs	AAA	QC	FAA	Co
<input type="checkbox"/>	Ineligible	0000	0	2011	JPT	00000	0	00000			
<input type="checkbox"/>	Ineligible	0000	0	2010	JPT	00000	0	00000			

Save Close

Multiyear Appropriations

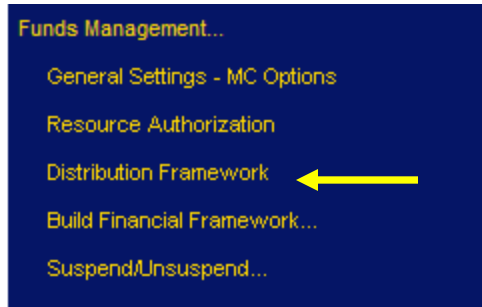
FASTDATA can accommodate multiyear appropriations such as RDT&E, MPN and Procurement. You may establish a multiyear Resource Authorization in the beginning fiscal year or in the current fiscal year when the beginning fiscal year was in a prior fiscal year. You may create Site documents in each of the open years of the appropriation and will cite the JONs and serial ranges for the active fiscal year. You may promote Multiyear appropriations to the Outyear. (See Resource Authorization – Promote to Outyear section above.)

“X” no-year appropriations and “R” receipt appropriations may also be established in FASTDATA. Both are applicable only for the fiscal year established. The user would enter an “X” or “R” followed by 3 spaces in the beginning and ending fiscal year fields. Beginning and ending fiscal years must match.

The “Expired Date” element shown on the Resource Authorization Details screen pertains to this multiyear processing. It is an optional field. When entered, the Expired Date must be equal to or greater than the Effective Date and indicates the extended period of performance beyond the ending date of the appropriation. New obligations may be made for the ending fiscal year up to this date.

Distribution Framework

Selecting Funds Management and the Distribution Framework sub-menu option will open the Major Command – Distribution Framework screen. An example is shown on the next page.



Notice that the Component Command is already in the Assigned column on the right side of the page. A Component Command may only receive funding from a Major Command, so the Component Command is automatically associated with your selected Major Command.

If the Major Command wants to directly fund a Resource Manager (RM) or Fund Administrator (FA), the Distribution screen must be adjusted to reflect this by moving the RM and/or FA from the Unassigned column to the Assigned column. The user would select the name listed under the appropriate role and click Add or Add All (for all entries). Remove or Remove All works in the same manner. RMs and FAs may be funded by more than one upper-level source.

After making any changes, the user would click Save and then OK to the successful save message.

Once the desired distribution is set up, the Major Command may proceed to establish Resource Authorizations and distribute funding.

Major Command - Distribution Framework

Component Commands

Unassigned

Assigned

NWVC01

Resource Managers

Unassigned

Assigned

ACADV01

Add >

Remove <

Add All >>

Remove All <<

FAs

Unassigned

Assigned

TUIT01

EDUC01

Add >

Remove <

Add All >>

Remove All <<

Save

Close

The Component Command is automatically associated with a Major Command.

Build Financial Framework



RC Funds Maintenance

Not in Release L – to be implemented in later release.

Selection of RC Funds Maintenance allows the MC to view and/or update FAs' RC fund amounts for multiple RCs in a tabular format. This menu selection also allows filtered data to be extracted into an Excel spreadsheet. A screen is displayed similar to the one below:

RC Funds Maintenance

Filter

RC: [] Short LOA: [] Funds Type: [Other] Sort Order: [RC] ☒ Ascending ☐ Descending

[Filter] [Clear]

Results

PAGE: 1

Remarks: [] Effective Date: 6/29/2012 []

RC ID	Short LOA	Other Q1 Amount	Other Q2 Amount	Other Q3 Amount	Other Q4 Amount	Other YTD RC Amount	Other Total RC Amount	Other YTD Auth Amount	Other Total Auth Amount	Obligated Amount	Unobligated Amount
AA	17 17 11/11 1004 1300 EDU20 0 060598	0.00	0.00	0.00	5,500.00	\$5,000.00	\$5,000.00	\$4,000.00	\$4,000.00	\$0.00	\$1,000.00
AB	17 17 11/11 1004 1200 EDU20 0 060598	2,000.00	2,000.00	3,000.00	3,000.00	\$10,000.00	\$10,000.00	\$74,000.00	\$74,000.00	\$4,000.31	(\$64,000.00)
MY	17 17 11/12 1310 4200 EDU20 0 060598	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TM	17 17 11/11 1004 1300 68045 0 060598	10,000.00	5,000.00	5,000.00	3,000.00	\$23,000.00	\$23,000.00	\$62,000.00	\$62,000.00	\$0.00	(\$39,000.00)

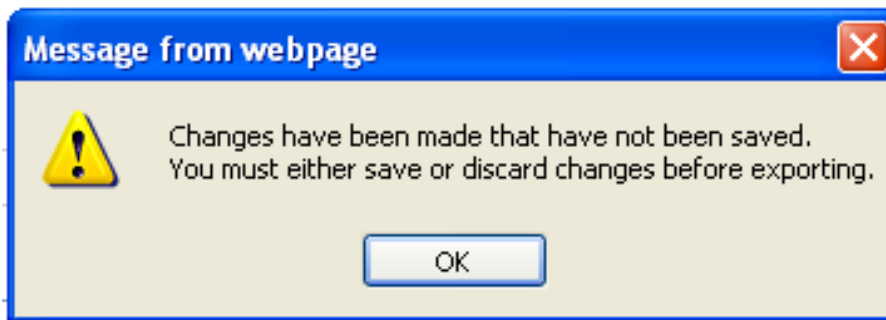
[Save] [Export] [Close]

You can filter your search by RC or Short LOA, entering one or a combination of these fields. You may use the "*" as a wildcard to assist in your search. You could further narrow your search by selecting a desired Fund Type, (Other or Labor) and a desired Sort Order (RC or Short LOA). The user would select Filter to apply the criteria or Clear to remove the choices. The Results section of the screen will display all RCs and Short LOAs associated to your filtered search criteria.

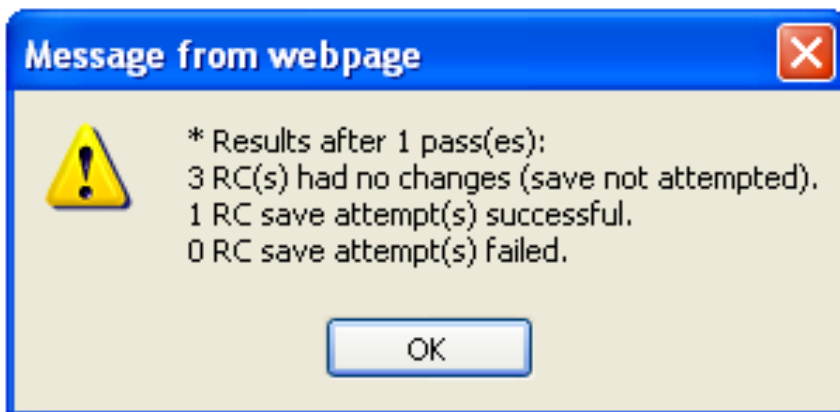
For each RC and quarter that requires update, you must enter remarks in the "Remarks" block; enter the desired "Effective Date" (default is current date); and the total RC Authorized amount (not the mod or the adjustment amount). As you move to the next line to update, FASTDATA refreshes the display of the calculated amounts for the updated row, and marks the row so you will know that it has been modified but not yet saved.

For each RC, results should be the same as if the funds update had been made in RC Admin. For increases, FASTDATA validates that the YTD RC Funds do not exceed Total RA Funds distributed to the FA for that Subhead.

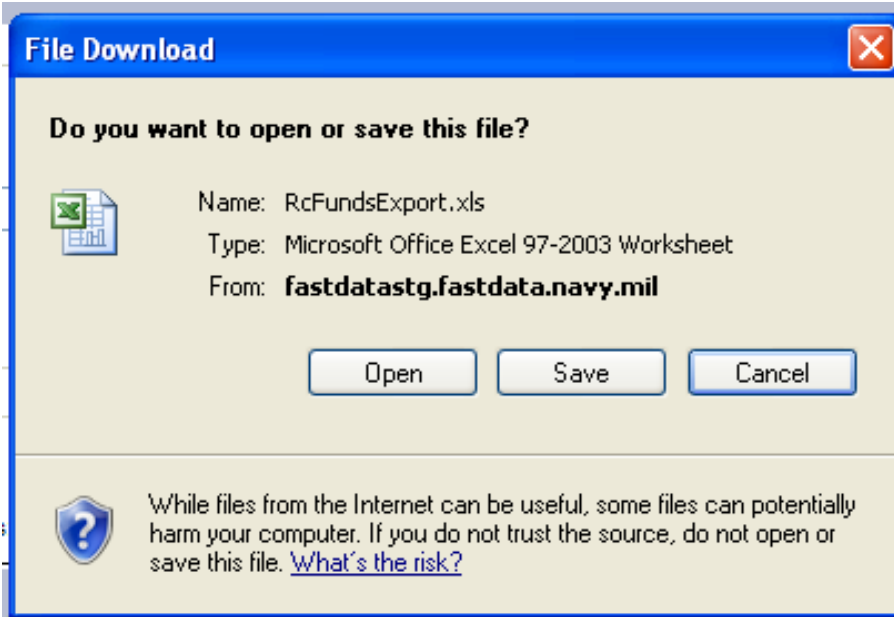
An Export button is available if you desire to save your data to an Excel spreadsheet; however, if you select Export before selecting Save, you will receive the following message:



Click Save and receive:



Now click Export and receive:



Selecting Save

Clicking Open would result in a display of the information in Excel format, similar to:

FOR OFFICIAL USE ONLY							
RC ID	Short LOA	Other Q1 Amt	Other Q2 Amt	Other Q3 Amt	Other Q4 Amt	Other YTD RC Amt	Other Total RC Amt
AB	17 17 11/11 1804 1200 EDU00 0 068566	\$2,000.00	\$2,000.00	\$3,000.00	\$4,000.00	\$2,000.00	\$11,000.00
BU	17 17 11/11 1804 3705 68094 0 068666	\$1,000.00	\$1,000.00	\$1,000.00	\$2,000.00	\$1,000.00	\$5,000.00
MY	17 17 11/12 1319 4200 EDU00 0 068566	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TMM	17 17 11/11 1804 1300 NAV00 0 068588	\$10,000.00	\$5,000.00	\$5,000.00	\$3,000.00	\$10,000.00	\$23,000.00

Auth Funds Maintenance

Not in Release L – to be implemented in later release.

This menu selection allows the MC to view and/or update FAs' Authorization fund amounts for multiple Authorizations in a tabular format. This menu selection also allows filtered data to be extracted by the into an Excel spreadsheet. The list of Authorizations may be filtered on Responsibility Center, Short Line of Accounting, OPTAR, Authorization ID and/or Funding Type.

Selection of Auth Funds Maintenance displays a screen similar to the one below that displays all Authorizations and Short LOAs associated to your filtered search criteria.

RC ID	Short LOA	OPTAR	Auth	Other Q1 Amount	Other Q2 Amount	Other Q3 Amount	Other Q4 Amount	Other YTD Auth Amount	Other Auth Total	Obligated Amount	Inventory Issued Amount	Auth Balance
AA	17 17 11/11 1804 1300 EDU20 0 068566	01	AUTH01	0.00	0.00	0.00	4,000.00	\$4,000.00	\$4,000.00	0.00	0.00	\$4,000.00
AB	17 17 11/11 1804 1200 EDU20 0 068566	07	TA0001	50,000.00	6,000.00	6,000.00	6,000.00	\$74,000.00	\$74,000.00	\$4,690.31	0.00	\$69,309.69
MY	17 17 11/12 1319 4200 EDU20 0 068566	MY01	MY0001	0.00	0.00	0.00	0.00	\$0.00	\$0.00	0.00	0.00	\$0.00
TM	17 17 11/11 1804 1300 68845 0 068566	1A	TA0001	53,000.00	5,000.00	5,000.00	5,000.00	\$68,000.00	\$68,000.00	0.00	0.00	\$68,000.00

For each Auth and quarter that requires update, you must enter remarks in the "Remarks" block; enter the desired "Effective Date" (default is current date); and the total Authorized amount (not the mod or the adjustment amount). As you move to the next line to update, FASTDATA refreshes the display of the calculated amounts for the updated row, and marks the row so you will know that it has been modified but not yet saved.

Mass JON Update

Not in Release L – to be implemented in later release.

FASTDATA provides the capability to apply mass changes to the cost accounting elements on job order numbers. The JONs available for update will be presented in a tabular form and will allow rows to be deleted, moved, or specific attributes of each JON to be changed.

Selection of Mass JON Update from the above menu results in a screen similar to:



Job Order - Mass Update

Filter

JON Type: Sub Activity Group: Site:

RC: Function: Job Order Number:

Short LOA: Sub Function: JON Status:

OPTAR: Cost Account Code: Export to STARS:

Cost Center: MEPRS: Local Code:

Sub Cost Center: Program Element: Object Class Code (IBOP):

Promote to Outyear: Release to Site:

Sort Order: ☒ Ascending ☐ Descending

Filter Section - Reduce the number of JONs displayed in the Results section by using one or more filter options, such as Site, RC and OPTAR.

Results Section - This section will show those JONs matching the selected Filter criteria and the attributes of each JON. A partial screen shot is provided below:

Results

PAGE: 1

* Delete	Move	FA ID	FY	RC	Dept	Symbol	Subhead	BCN	SA/OB Suffix	AAA	JON	JON Description	JON Status	Export to STARS
		EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB672	TOGGLES	1 - New (Incomplete)	
		EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB250	MISC OPS	2 - New (Complete)	
		EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB350	PROVISIONS	2 - New (Complete)	
		EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB450	EQUIPMENT	2 - New (Complete)	
		EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB100	SOFTWARE BUYS	1 - New (Incomplete)	
		EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB300	SOFTWARE OTHER	1 - New (Incomplete)	

The user may delete eligible JONs, move JONs to another RC/OPTAR/AUTH/SITE or apply attribute changes to any/all displayed JONs. FASTDATA performs validations and processing for each individual JON row as if it was using the Job Order Admin online process. User may not delete a JON that has cost associated with it or one selected as the Authorization JON; however, even if released to the Site, user may delete it if the Site has not used it on an ACRN.

If the System Administrator has assigned a user to a group with Advanced Mass JON Update capabilities (see first screen shot below) user will be able to change a single updatable attribute for a **set** of filtered JONs rather than having to make individual changes to numerous JONs. With this capability, an additional “Advanced Mass Update” section will show above the Results area of the screen. This section is displayed on the 2nd figure below:

Build Financial Framework...

RC Admin	No Access
RC Funds Maintenance	No Access
OPTAR Admin	No Access
Auth Admin	No Access
Auth Funds Maintenance	No Access
Serial Admin	No Access
Grantor Admin	No Access
Job Order Admin	No Access
Mass Jon Update	No Access
[Advanced JON Update]	No Access
Reorganize Financial Framework	No Access
Cleanup Financial Framework	No Access
Release to Site	No Access



Advanced Mass Update

Set: JON Description

Where: ...

To:

and JON Type = O&MN

Mass Update

Results

PAGE: 1

In the example below, notice that there is currently no Local Code showing for the JONs. In this scenario, we want to assign the same Local Code to all JONs by using this Advanced Mass Update feature.

Advanced Mass Update

Set: JON Description

Where:

To:

and JON Type = O&MN
and RC = AS

Mass Update

Results

PAGE: 1

#	Delete	Move	FA ID	FY	RC	Dept	Symbol	Subhead	BCN	SA/OS Suffix	AAA	JON	JON Description	JON Status	Export to STARS	Local Code
			EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB672	TOGGLES	1 - New (Incomplete)	<input checked="" type="checkbox"/>	
			EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB250	MSC OPS	2 - New (Complete)	<input checked="" type="checkbox"/>	
			EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB350	PROVISIONS	2 - New (Complete)	<input checked="" type="checkbox"/>	
			EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB450	EQUIPMENT	2 - New (Complete)	<input checked="" type="checkbox"/>	
			EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB100	SOFTWARE BUYS	1 - New (Incomplete)	<input checked="" type="checkbox"/>	
			EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB300	SOFTWARE OTHER	1 - New (Incomplete)	<input checked="" type="checkbox"/>	



First, choose “Local Code” from the “Set” drop-down list.

Set: JON Description

To: Local Code

Then, enter desired Local Code in the “To” section and select the Mass Update button. In this example, type “Class Demo” in the To field.

Advanced Mass Update

Set: Local Code

To: Class Demo

Mass Update

Upon requesting such a change, a message will appear to confirm that the user wants to change all JONs:



When user selects “OK”, a successful Mass Update results in the “Local Code” being applied to all JONs at one time, rather than having to enter the change individually:

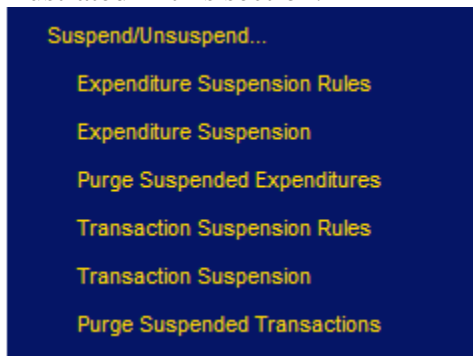
Results

PAGE: 1

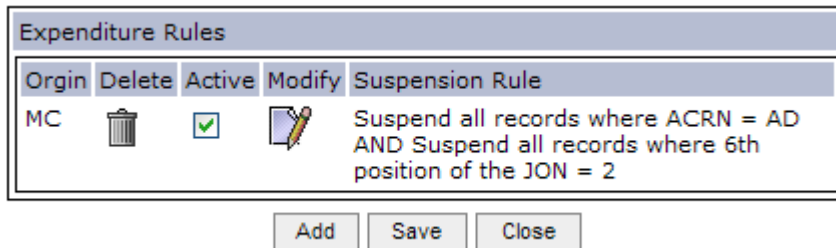
* Delete	Move	FA ID	FY	RC	Dept	Symbol	Subhead	SCN	SA/OS Suffix	AAA	JON	JON Description	JON Status	Export to STARS	Local Code
		EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB672	TOGGLES	1 - New (Incomplete)	<input checked="" type="checkbox"/>	Class Demo
		EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB250	MISC OPS	2 - New (Complete)	<input checked="" type="checkbox"/>	Class Demo
		EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB350	PROVISIONS	2 - New (Complete)	<input checked="" type="checkbox"/>	Class Demo
		EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB450	EQUIPMENT	2 - New (Complete)	<input checked="" type="checkbox"/>	Class Demo
		EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB100	SOFTWARE BUY'S	1 - New (Incomplete)	<input checked="" type="checkbox"/>	Class Demo
		EDUC00	2011	AB	17	1804	1200	EDU00	0	068566	EDU001AB300	SOFTWARE OTHER	1 - New (Incomplete)	<input checked="" type="checkbox"/>	Class Demo

Expenditure Suspension Rules

There may be specific recurring expenditures to be controlled on an import-to-import basis. One way to control them (for review prior to releasing to a Site) is to place them into a suspended status during the import process. This is done by creating Expenditure Suspension rules as illustrated in this section.



Selection of Expenditure Suspension Rules, results in a screen similar to the one below. Any rules currently defined will be displayed. Note that at this point, the user has the option of deleting the rule, marking it as active or inactive, modifying the rule or adding a new one. Rules with Origin of MC are protected. MC rules apply to all FAs. There is no need for an FA to add a rule with same criteria as rule created by MC.



Select the Add button to receive the Expenditure Suspension Rule .

Expenditure Suspension Rule - New

Available Rule Types

Suspend all records where Site ID

Select Operand:

=

Enter Criteria :

Rule to be applied:

Add Save Clear Close

Click on the dropdown arrow in the Available rule types section to view the choices available for rule types. In the example below, the user selected the rule type “Suspend all records where Expense Element ” and received:

Expenditure Suspension Rule - New

Available Rule Types

Suspend all records where Expense Element ▼

Select Operand:

= ▼

Enter Criteria :

Rule to be applied:

Add Save Clear Close

Select the Operand.

Defined and examples:

= Equal to. Single value entry. Example: Suspend all records where Expense Element = L.

Outcome: Will suspend all transactions where EE = L.

< > Not Equal to. Single value entry. Example: Suspend all records where Expense Element < > L. Will suspend all transactions where Expense Element is not equal to L.

IN Used for multiple value entry. Insert data individually. Suspend all records where Expense Element IN F,G,H. Will suspend all transaction where EE is equal to F or G or H.

NOT IN Used for multiple value. Insert data individually. Suspend all records where Expense Element NOT IN F,G,H. Will suspend all transaction where EE is NOT equal to F or G or H.

Select Operand:

IN ▼

Enter Criteria: L Insert Remove Last

Criteria List

In the center “Enter criteria” strip, the user entered an “L” and clicked Add. The rule was displayed in the “Rule to be applied” section as shown below:

Expenditure Suspension Rule - New

Available Rule Types

Suspend all records where Expense Element ▼

Select Operand:

= ▼

Enter Criteria :

Rule to be applied:

Suspend all records where Expense Element = L

Add Save Clear Close

If rule is complete, click Save. To make a compound rule, select another rule type; enter desired criteria; and click Add. In the example below, the user added the rule type “Suspend all records with a Site ID of”; entered Site ID of “04” and selected Add.

The Clear button will remove the added rules to allow user to start over.

Expenditure Suspension Rule - New

Available Rule Types
 Suspend all records where Site ID





Select Operand:
 =

Enter Criteria :

Rule to be applied:
 Suspend all records where Expense Element = L
 AND Suspend all records where Site ID = 04

Add Save Clear Close

Notice that the two rules have combined into one to make a “compound rule.” The incoming expenditure must meet both criteria to be suspended at the FA.

Expenditure Rules				
Origin	Delete	Active	Modify	Suspension Rule
MC		<input checked="" type="checkbox"/>		Suspend all records where ACRN = AD AND Suspend all records where 6th position of the JON = 2
MC		<input checked="" type="checkbox"/>		Suspend all records where Expense Element = L AND Suspend all records where Site ID = 04

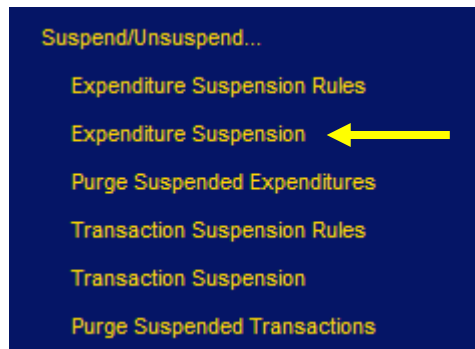
Add Save Close

Expenditure Suspension

Not in Release L – to be implemented in later release.

Expenditures imported from STARS-FL may be reviewed by the MC before being transmitted to the corresponding Sites. The Expenditure Suspension option will display these current expenditures, as well as any suspended expenditures. Site expenditures returned to the FA are also automatically placed into a suspended status and displayed here. From this location, expenditures may be suspended or unsuspended.

Select Funds Management, Suspend/Unsuspend, Expenditure Suspension.



The Select Expenditure(s) to be Suspended/Unuspended screen opens.

A screenshot of the 'Select Expenditure(s) to be Suspended/Unuspended' screen. The top section is a 'Filter' area with various input fields: JON, DCN, ACRN, Site, Expense Element, OMB Object Class, Sort Order (Ascending/Descending), Suspended/Unuspended, Amount, and STARS Batch ID. Below the filter is a 'Filter' button. The bottom section is the 'Results' area, which shows 'PAGE: 1' and a table of expenditures. The table has columns: Suspended, JON, DCN, ACRN, Site, Partial/Final, Expense Element, OMB Object Class, Amount, QTY, Batch #, and Susper Type. Two rows are visible. The first row has an unchecked checkbox in the 'Suspended' column. The second row has a checked checkbox. At the bottom of the results section are buttons: 'Add All', 'Remove All', 'Save', and 'Close'.

The Filter section provides multiple options to aid in locating data.

The Results section allows selection of expenditures to be suspended or unsuspended by checking or unchecking the Suspended checkbox. Be sure to click Save following any changes to the Suspended check boxes.

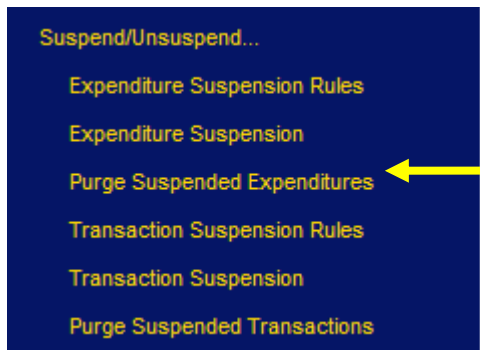
Notice that there is an expenditure with a check due to the suspension rule for the document type of "PT." The expenditure for the DCN ending in MD33777 is showing because it has not been released to a Site yet.

Click Close to exit the screen.

Purge Suspended Expenditures

Not in Release L – to be implemented in later release.

This option is used to purge expenditures in a suspended status. Select Funds Management, Suspend/Unsuspend, Purge Suspended Expenditures.



View a full list of Expenditures or use the Filter options to narrow the results shown. For example, in the DCN field, enter the full value or a portion of the value with a leading and/or trailing asterisk (*) that serves as a wildcard. Select the Filter button, the Results section will display a list of only those Expenditures meeting the selected criteria.

Suspended Expenditures may be marked or unmarked for purging by checking or unchecking the Purge checkbox or by using the Add All or Remove All buttons. Once the choices have been made, the user would click Save to confirm.

The screenshot shows the "Purge Suspended Expenditures" screen. It has a "Filter" section with input fields for JON, DCN, ACRN, Site, Expense Element, OMB Object Class, and Sort Order (Ascending/Descending). Below the filter section is a "Results" section showing a table of expenditures. The table has columns: Purge, JON, DCN, ACRN, Site, Partial/Final, Expense Element, OMB Object Class, Amount, QTY, Batch #, and Suspension Type. Two rows are visible. The first row has a checkbox in the Purge column. The second row also has a checkbox. Below the table are buttons for "Add All", "Remove All", "Save", and "Close". A red circle highlights the "Add All" and "Remove All" buttons. A red arrow points to the "Save" button.

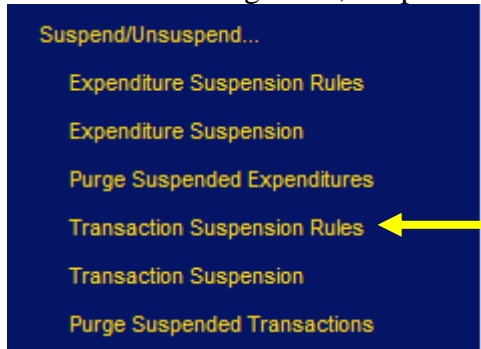
Purge	JON	DCN	ACRN	Site	Partial/Final	Expense Element	OMB Object Class	Amount	QTY	Batch #	Suspension Type
<input type="checkbox"/>	EDU009AB300	NEDU0009PTA5002	AA	OFF00	F	Q	252	75.00	00001	STAR810081	Automatic Suspension Rule
<input type="checkbox"/>	EDU009AB100	NEDU0009WRA5000	AA	OFF00	F	Q	252	300.00	00001	STAR810081	JON Mismatch for DCN/ACRN

Click Close to exit the screen.

Transaction Suspension Rules

Transaction Suspension Rules are used to ensure specific transactions or specific types of transactions are not exported to STARS-FL before the FA has a chance to review them. These rules are applied when the “Receive accounting transactions from the Site(s)” automated job is run. Transactions matching active rules are suspended at the FA. The MC or FA can then Unsuspend or purge the suspended transactions.

Select Funds Management, Suspend/Unsuspend , Transaction Suspension Rules.



The Transaction Suspension Rules screen opens. On this screen, any existing rules will be listed.

Transaction Rules				
Origin	Delete	Active	Modify	Suspension Rule
MC		<input checked="" type="checkbox"/>		Suspend all records where 6th position of the JON IN (9,0,1,2) AND Suspend all records where Execution Code = 540

(Note: If a transaction suspension rule has been set up and activated that reads as the one shown above AND If an MC DOES want SPS obligations to flow to STARS-FL, it must deactivate or delete this rule.)

Click Add to create a new Transaction Suspension Rule.

The Transaction Suspension Rule – New screen opens. **Notice the similarity to the Expenditure Suspension Rules – New screen. Refer to that section for the Operand usage.**

Transaction Suspension Rule - New

Available Rule Types

Suspend all records where Document Type ▼

Select Operand:

= ▼

Enter Criteria :

Rule to be applied:

Add Save Clear Close

Leave the rule type as “Suspend all records with a Document Type of” and type “RC” in the “Enter criteria” strip. Click Add to see the rule in the “Rule to be applied” section.

Transaction Suspension Rule - New

Available Rule Types

Suspend all records where Document Type ▼

Select Operand:

= ▼

Enter Criteria :

Rule to be applied:

Suspend all records where Document Type = RC

Add Save Clear Close

If rule is complete, click Save. To make a compound rule, select another rule type; enter your desired criteria; and once again click Add. In the example below, the user added the rule type

“Suspend all records with an Execution Code of”; entered “540”; and selected Add. The Clear button will remove all the rules for the user to start over.

Transaction Suspension Rule - New

Available Rule Types

Suspend all records where Execution Code

Select Operand:

=

Enter Criteria :

Rule to be applied:

Suspend all records where Document Type = RC
AND Suspend all records where Execution Code = 540

Add Save Clear Close

Notice that the two rules have combined into one to make a “compound rule.” The incoming transaction must meet both criteria to be suspended at the FA. Click Save and receive:

Transaction Rules

Orgin	Delete	Active	Modify	Suspension Rule
MC		<input checked="" type="checkbox"/>		Suspend all records where 6th position of the JON IN (9,0,1,2) AND Suspend all records where Execution Code = 540
MC		<input checked="" type="checkbox"/>		Suspend all records where Document Type = RC AND Suspend all records where Execution Code = 540

Add Save Close

Note that at this point, the user has the option of deleting the rule, marking it as active or inactive, or modifying the rule. Active suspension rules will apply automatically to valid transactions when imported data from a Site. If marked as inactive by removing the check, the rule will still be available for use at a later date, but will not affect any imports until it is reactivated.

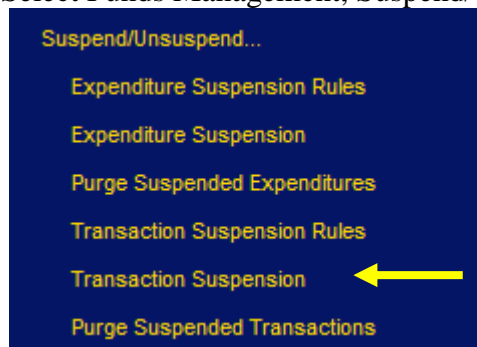
Click Close to exit the screen.

Transaction Suspension

Not in Release L – to be implemented in later release.

The Transaction Suspension option is used to review and suspend or unsuspend transactions received from a Site. **This is the online view that allows an FA to examine all documents before allowing them to flow to the official accounting system, STARS-FL.**

Select Funds Management, Suspend/Unsuspend, Transaction Suspension.



The Select Accounting Transactions to be Suspended/Unuspended screen opens.

The screenshot shows the 'Select Accounting Transactions to be Suspended/Unuspended' screen. It has a 'Filter' section with various input fields: Site (dropdown), Execution Code (text), DCN (text), JON (text), ACRN (dropdown), Record Type (dropdown), Sort Order (dropdown with 'DCN' selected), and radio buttons for 'Ascending' (selected) and 'Descending'. There are also fields for 'Suspended/Unuspended:' (dropdown), 'Amount:' (text), and 'Suspended By/Suspended Reason' (text). A 'Filter' button is below these fields. The 'Results' section shows 'PAGE: 1' and a table with columns: Suspended, Site, Execution Code, DCN, JON, ACRN, Qty, Amount, Record Type, and Suspended By/Suspension Reason. Two rows of data are shown, both with 'OFF00' as the Site and '915' as the Execution Code. The first row has DCN 'NEDU0009RCA5005' and the second has 'NEDU0009RCA5006'. Both have JON 'EDU009AB300' and ACRN 'AA'. The first row has Qty '4' and Amount '\$40.00', while the second has Qty '0' and Amount '\$100.00'. Both have Record Type 'N'. A red arrow points to the 'Suspended' checkbox in the first row. At the bottom, there are buttons for 'Add All', 'Remove All', 'Save', and 'Close'. The 'Add All' and 'Remove All' buttons are circled in red.

Suspended	Site	Execution Code	DCN	JON	ACRN	Qty	Amount	Record Type	Suspended By/Suspension Reason
<input type="checkbox"/>	OFF00	915	NEDU0009RCA5005	EDU009AB300	AA	4	\$40.00	N	
<input type="checkbox"/>	OFF00	915	NEDU0009RCA5006	EDU009AB300	AA	0	\$100.00	N	

View a full list of transactions or use the filter options to narrow the results shown. For example, in the DCN field, enter the full value or a portion of the value with a leading and/or trailing asterisk (*) that serves as a wildcard. Select the Filter button, the Results section will display a list of only those transactions meeting the selected criteria.

Unless filtered, the Results section lists all current transactions. Those that are suspended have a check in the checkbox under the Suspended column. Checking or unchecking this option will change the suspension status of the specified transaction. The option to Add All will mark all transactions as suspended. Remove All will unsuspend all transactions.

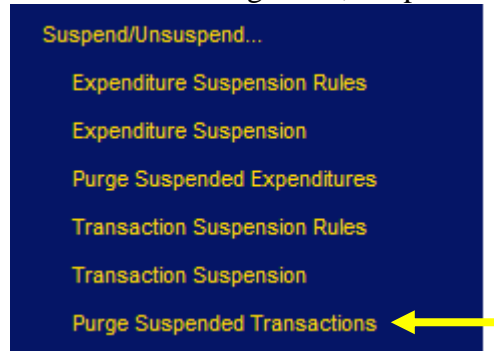
Suspended transactions will not be included in any accounting batch files. The reason they are suspended will show in the “Suspended By/Suspension Reason” column, along with the user who suspended it, if applicable. Remember that the execution codes suspended will not be committed, obligated, or show the receipt in STARS-FL until the transaction is un-suspended to flow in the accounting batch.

Purge Suspended Transactions

Not in Release L – to be implemented in later release.

If it is decided that a transaction should never be forwarded to the official accounting system, this process may be used.

Select Funds Management, Suspend/Unsuspend, Purge Suspended Transactions.



The Purge Suspended Transactions screen will open.

A screenshot of the "Purge Suspended Transactions" screen. The screen has a title bar "Purge Suspended Transactions". Below the title bar is a "Filter" section with several input fields: "Site ID:" (dropdown), "Execution: DCN:" (text), "ACRN:" (dropdown), "JON:" (text), "Sort Order:" (radio buttons for "Ascending" and "Descending", with "Ascending" selected), "STARS Batch ID:" (text), "Amount:" (text), and "Suspended By/Suspended Reason" (text). A "Filter" button is below these fields. Below the filter section is a "Results" section. It shows "PAGE: 1" and a table with the following columns: "Purge", "Site ID", "Batch ID", "Execution", "DCN", "ACRN", "JON", "Amount", "QTY", and "Partial/Final". The table contains one row of data: a checkbox, "OFF00", "20090980", "915", "NEDU0009RCA5005", "AA", "EDU009AB300", "\$40.00", "4", and an empty cell. Below the table are four buttons: "Add All", "Remove All", "Save", and "Close". A red arrow points to the checkbox in the "Purge" column of the table.

Purge	Site ID	Batch ID	Execution	DCN	ACRN	JON	Amount	QTY	Partial/Final
<input type="checkbox"/>	OFF00	20090980	915	NEDU0009RCA5005	AA	EDU009AB300	\$40.00	4	

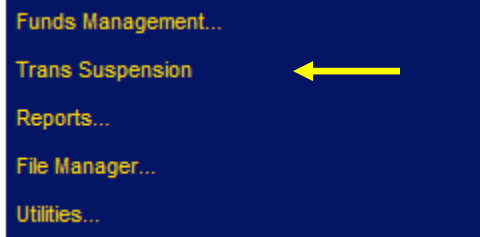
The user would select the checkbox next to the suspended transaction to purge it. The accounting transactions marked for purging will be removed from the database. The Add All and Remove All buttons can also be used to check or uncheck all of the accounting transactions listed for purging. (They are grayed out above because there is only one transaction displaying.)

When the FA sets up Transaction Suspension Rules these transactions will show on the Action Item List (AIL) to remind the FA to take action. The review of these suspended accounting transactions by the FA should either generate the un-suspension of the transactions so they can flow to STARS-FL in the Accounting Batch or they should Purge the suspended transactions from the database. Either action will remove them from the AIL report as well.

Click Close to exit the screen.

TRANSACTION SUSPENSION

Not in Release L – to be implemented in later release.



REPORTS



Action Item List Report

FASTDATA provides an Action Item List Report at the Major Command, Component Command, Resource Manager and FA Levels. Select Reports, then the Action Item List Report sub-menu to receive:

Action Item Report

Action Items to Report on :	FA Selection
<div> <div>All Action Items</div> <div> Fund Administrator and Site Accounts with 90 days of inactivity Fund Adminstrator and Site Accounts that have never Accessed RCs with Undistributed Funds Sites without Serial Ranges OPTARs without Site Codes OPTARs without Check for Funds OPTARs without Adequate Funding Authorizations without Adequate Funding Authorizations without associated Job Order Numbers Unacknowledged Job Order Numbers Documents without obligations Expenditures Suspended at the Fund Administrator Accounting Transactions Suspended at the Fund Administrator Expenditures Suspended at the Site Suspended External Transactions Reconciliation Results Scheduling of Events not within Recommended Guidelines Invalid Cost Redistribution Invalid Expenditure Cost Transfer Inactive Fund Administrators </div> </div>	<div> <div>All FAs</div> <div> EDUC00EDUCATION PROGRAM TUIT00TUITION ASSISTANCE </div> </div>

RC Selection	Optar Selection
<div> <div>TM</div> <div></div> </div>	<div> <div>All Optars</div> <div> 01 07 1A </div> </div>

Check For Funds:

All

Exclude Selected Optars:

No

Filter Optars

Select All Action Items and All FAs or choose specific ones.

Select all RCs and Optars or choose specific ones.
Select only those with Check for Funds on or only those with it off.
Highlight specific Optars and say “Yes” to exclude those highlighted from the report.
Put the 1st letter of an Optar ID in the Filter

Run Report

Close

The list Action Item List will be available as a real-time report within the application; it may be run at any time and as often as needed. You may save each report. The following guidelines will apply for each action item:

Green	Acceptable
Yellow	Requires action-non-critical
Red	Requires action-critical

Items that may appear on the report are:

Security - FA and Site Accounts with 90 Days of Inactivity includes users that have not accessed FASTDATA for 90 days or more. Within each FA ID, this action item is sorted by User ID.

Security - FA and Site Account users that have been issued a User ID and password, but who have never accessed FASTDATA to activate their Single Sign-on (CAC) capability. Within each FA ID, this action item is sorted by User ID.

Financial Framework - Undistributed Funds lists RCs that have either undistributed funds or have more than the targeted funding distributed. Within each FA ID, it is sorted by Fiscal Year, then RC, Appropriation (Basic Symbol), Subhead, BCN, and SA OB Suffix.

Financial Framework - Sites without Serial Ranges lists Sites that have no associated serial ranges. Within FA ID, it is sorted by Fiscal Year, Site, and then OPTAR ID.

Financial Framework - OPTARs without Site Codes lists OPTARs without associated Sites. Within FA ID, it is sorted by Fiscal Year, RC, and then OPTAR ID.

Financial Framework - OPTARs without Check for Funds lists OPTARs that do not have the funds validation enabled. Within FA ID, it is sorted by Fiscal Year, RC, and then OPTAR.

Financial Framework - OPTARs without Adequate Funding lists OPTARs that do not have the adequate funding to cover current costs. Within FA ID, it is sorted by Fiscal Year, RC, and then OPTAR.

Financial Framework - Authorizations without Adequate Funding lists authorizations that do not have the adequate funding to cover current costs. Within FA ID, it is sorted by Fiscal Year, RC, OPTAR, and then Authorization.

Financial Framework - Authorizations without associated Job Order Numbers lists authorizations that have no associated job orders. Within FA ID it is sorted by Fiscal Year, RC, OPTAR, and then Authorization.

Financial Framework - Unacknowledged Job Order Numbers lists job order numbers in the current fiscal year have not been synchronized properly with STARS-FL. Within FA ID, it is sorted by Fiscal Year, RC, and then Job Order. If all Job Orders are Acknowledged, the FA action item is Green. If there are one or more Job Orders with a status of New Incomplete, Modified Complete, Modified in Error, or Modified Unacknowledged, then the FA action item is Yellow. If one or more Job Orders have a status of New in Error, New Complete, New Unacknowledged, or New Unacknowledged but Modified, then the FA action item is Red. This is because these Job Orders are not in STARS-FL, and therefore may cause accounting transactions citing them to suspend in STARS-FL.

Accounting Transactions - Documents without Obligations lists documents that initially generate commitments, and require acceptance or a contract to generate an obligation, but for which the obligation has not yet been created. The list excludes documents with status of Finalized, Cancelled, Not Used, Initiation, and Cancelled Initiation. Within FA ID, it is sorted by Site, Fiscal Year, Document Control Number (DCN), and then Amendment ID.

Accounting Transactions - Expenditures Suspended at the Fund Administrator lists expenditures that have suspended at the FA. Within FA, it is sorted by DCN, ACRN, Job Order, and then processed date.

Accounting Transactions - Accounting Transactions Suspended at the Fund Administrator lists accounting transactions that the FA has suspended to prevent them from being transmitted to STARS-FL. If there is at least one transaction that is 30 days or older from the time it was received from the Site, then the condition is Red. If there is at least one suspended transaction that is less than 30 days old, then the condition is yellow. Within FA, this action item is sorted by DCN, Amendment, ACRN, and then Execution Code.

Accounting Transactions - Expenditures Suspended at the Site lists expenditures that have suspended at the Site. Within FA, it is sorted by Site, DCN, ACRN, Job Order, and then processed date.

Accounting Transactions – Suspended External Transactions lists transactions from external systems that have suspended at the FA or Site. A single transmission received from external systems via the automatic interface may contain data from more than one system (DTS, SPS) and/or data for more than one Site (DTS, SPS, MPC). For this reason, a single file instance (Date/time + File name) may appear on the list for the FA, as well as for one or more sites. This action item is sorted by Site, External System Type, date and time of file, then file name.

Accounting Transactions - Reconciliation shows the reconciliation results at the FA level. Within FA ID and date reconciled. This action item is sorted by Fiscal Year descending. The overall results are displayed for each FA. The criteria for green, yellow, or red is based on results for the current fiscal year.

Automatic Process - Scheduling of Events lists automated jobs for which the FA's setting does not follow the recommended guidelines. The guidelines are:

Perform reconciliation - Active, DLY, Red if not within guidelines.

Process MPC Transactions - Active 60-480 MIN, Red if not within guidelines.

Receive DTS transactions from STARS-FL - Active, 5 MIN, Red if not within guidelines.

Receive Expenditures from STARS-FL - Active, 5 MIN, Red if not within guidelines.

Receive JONs from STARS-FL - Must be Inactive, Red if Active.

Receive JONs that failed STARS-FL validation (INVALID) - Active, 5-90 MIN, Red if not within guidelines.

Receive JONs that passed STARS-FL validation (VALID) - Active, 5-90 MIN, Red if not within guidelines.

Receive accounting transactions from the Site(s) - Active, 15-60 MIN or DLY, Yellow if not within guidelines.

Receive cost corrections from the Site(s) - Inactive until functionality included in BUMED release; after that will be Active, 5-90 MIN, Red if not within guidelines

Receive cost redistributions from the Site(s) - Inactive until functionality included in BUMED release; after that will be Active, 5-90 MIN, Red if not within guidelines.

Release Financial Framework to Site(s) - Active, 5-60 MIN, Yellow if not within guidelines.

Release Outyear Financial Framework to Site(s) - Active, 5-60 MIN, Yellow if not within guidelines.

Send Accounting Batch to STARS-FL - Active, 5-90 MIN, Red if not within guidelines.

Send Cost Redistribution Batch to STARS-FL - Inactive until functionality included in BUMED release; after that will be Active, 5-90 MIN, Red if not within guidelines.

Send JONs to STARS-FL - Active, 5-90 MIN, Red if not within guidelines.

Send OPTAR Authorizations (010,121) to STARS_FL - Active, 5-90 MIN, Red if not within guidelines.

Send RC Funds Authorizations (110) to STARS-FL - Active, 5-90 MIN, Red if not within guidelines.

Send expenditures to the Site(s) - Active, 5-60 MIN, Yellow if not within guidelines.

Receive Subsistence-in-Kind (SIK) transactions (New in 09-1) (FA 41118 only) Active, 5-90 MIN, Red if not within guidelines.

Receive DANTES - reimbursement support transactions (New in 09-1) (FA 35697 only) Active, 5-90 MIN, Red if not within guidelines.

Invalid Cost Redistribution – supplies a list of invalid cost redistributions.

Invalid Expenditure Cost Transfer- supplies a list of invalid expenditure cost transfers.

Inactive Fund Administrators – a listing of any FAs that have not been activated by the DBA and who, therefore, cannot enable their automated jobs.

STARS-FL Liquidated Cost does not Match FASTDATA Actual Cost – A list of documents showing a difference between the two listed costs.

Documents with Invalid EE/OOC Combinations – A list of documents with invalid Expense Element/OMB Object class combinations.

Shown below is a report example:

Financial Framework - OPTARs without Check for Funds (Yellow)

Funds control is primarily established at the OPTAR level by requiring FASTDATA to evaluate the available funding for each transaction impacting the OPTAR at the site(s). If the OPTAR does not designate that the funds must be checked, a warning message will be presented to the user when funds are exceeded but the application will allow the transaction to be created. If the OPTAR does designate that funds must be checked, an error message is presented and the transaction will not be created. Your current configuration currently shows **72** OPTARs that do not have the funds validation enabled. You should enable funds control for each OPTAR by accessing the OPTAR Maintenance Window (Process, Funds, OPTAR's) and place a checkmark in the Check for Funds Checkbox for each of the OPTARs listed below.

Fiscal Year	Responsibility Center	OPTAR	OPTAR Title	YTD Authorized	Cumulative Costs	Inventory Issues	Available Balance
2008	CI	69	N9 TECH SUPPORT	3,273,000.00	2,802,533.67	.00	470,466.33
2008	CI	73	N3 CENTER 5VM	1,455,000.00	2,275,754.04	.00	-820,754.04
2008	CI	77	N7 TRNG DEPT	5,900,000.00	7,208,924.81	.00	-1,308,924.81
2008	CI	92	N6 KNOWLEDGE MGMT	7,000.00	7,106.65	.00	-106.65
2008	CI	95	N5 FUNCT INTEG	24,000.00	21,126.82	.00	2,873.18
2008	CI	A1	N1 MANPOWER	12,000.00	22,232.43	.00	-10,232.43

Executive Summary

FASTDATA provides a two-part Executive Summary Report that shows Upper Level funding information in Part 1 of the report, and FA Level and below information in Part 2.

Select Reports, then the Executive Summary sub-menu to open the Executive Summary Report (MC) screen.

The user would select the desired criteria (see the example below) then Run Report at the bottom of the screen to produce the report. A sample report is on the following page.

Executive Summary Report (MC)

MC: NAVYORG

FY: 2009

Qtr: 4

Subhead:

All Subheads
17 2009/2009 1804 NAV99 3705
17 2009/2009 1804 NVY00 1200
17 2009/2009 1804 NAV00 1300

Direct/Reimbursable: Direct

Run Report

Close

Major Command ID

Current Fiscal Year

Select the desired Quarter from the drop-down list

Select the desired Subhead from the drop-down list

Select either Direct or Reimbursable to filter the report

Major Command Executive Summary Report Example (Part I)

EXECUTIVE SUMMARY REPORT (MC)						
Major Command: NOLSC-MC Fiscal Year 2008						
Resource Authorization: 17 2008/2008 1804 3581A						
	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Ann. Planning Figure	YTD
Total Resource Authorization	\$6,199,129.00	\$0.00	\$0.00	\$0.00	\$6,199,129.00	\$6,199,129.00
Total Distributed	\$6,199,129.00	\$0.00	\$0.00	\$0.00	\$6,199,129.00	\$6,199,129.00
Total Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Obligated						\$2,962,322.79
Funds Distribution						
Major Command: NOLSC-MC RA Funding (Subhead): 17 2008/2008 1804 3581A 9U3N						
	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Ann. Planning Figure	YTD
Total Resource Authorization	\$6,199,129.00	\$0.00	\$0.00	\$0.00	\$6,199,129.00	\$6,199,129.00
Total Distributed	\$6,199,129.00	\$0.00	\$0.00	\$0.00	\$6,199,129.00	\$6,199,129.00
Total Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Obligated						\$2,962,322.79
Component Command: RA Funding (Subhead): 17 2008/2008 1804 3581A 9U3N						
- No Funding at this Level -						
Resource Manager: RA Funding (Subhead): 17 2008/2008 1804 3581A 9U3N						
- No Funding at this Level -						
Fund Administrator: N3581A RA Funding (Subhead): 17 2008/2008 1804 3581A 9U3N						
	Q1 Funds	Q2 Funds	Q3 Funds	Q4 Funds	Ann. Planning Figure	YTD
Total Distributed	\$6,199,129.00	\$0.00	\$0.00	\$0.00	\$6,199,129.00	\$6,199,129.00
Total Obligated						\$2,962,322.79

Major Command Executive Summary Report Example (Part II)

Status of funds								
Resource Authorization: 17 2008/2008 1804 3581A			Fiscal Year 2008					
Fund Administrator: N3581A			Direct/Reimbursable: D					
RC Code: NO								
		Annual Planning Figure	Current Authorized	Cumulative Cost	Encumbered Amount	Inv Issued Amount	Available Balance	Current % Used
OPTAR Code: 41	AMMO N41 (ALL)	\$1,547,868.11	\$1,413,818.11	\$800,233.34	\$0.00	\$0.00	\$613,584.77	56.60%
OPTAR Code: AC	OPERATIONS DEPT N3	\$657,405.99	\$657,405.99	\$540,138.43	\$0.00	\$0.00	\$117,267.56	82.16%
OPTAR Code: AD	PLANS, CONCEPTS & DOC N5	\$325,209.43	\$325,209.43	\$64,998.07	\$0.00	\$0.00	\$260,211.36	19.99%
OPTAR Code: BS	BASE SUPPORT	\$895,076.37	\$746,286.37	\$571,434.69	\$0.00	\$0.00	\$174,851.68	76.57%
OPTAR Code: GW	GWOT	\$202,000.00	\$202,000.00	\$100,376.20	\$0.00	\$0.00	\$101,623.80	49.69%
OPTAR Code: KM	KNOWLEDGE MANAGEMENT N9	\$273,492.22	\$273,492.22	\$259,316.84	\$0.00	\$0.00	\$14,175.38	94.82%
OPTAR Code: L6	LEAN SIX SIGMA	\$5,000.00	\$5,000.00	\$2,515.44	\$0.00	\$0.00	\$2,484.56	50.31%
OPTAR Code: N1	ADMIN	\$44,487.00	\$44,487.00	\$8,298.88	\$0.00	\$0.00	\$36,188.12	18.65%
OPTAR Code: N8	COMPTROLLER N8	\$166,230.25	\$163,480.25	\$93,939.48	\$0.00	\$0.00	\$69,540.77	57.46%
OPTAR Code: PF	PETROLEUM (ALL DEPT)	\$766,465.00	\$532,451.00	\$168,706.72	\$0.00	\$0.00	\$363,744.28	31.68%
OPTAR Code: PS	NSPS	\$2,000.00	\$2,000.00	\$1,517.32	\$0.00	\$0.00	\$482.68	75.87%
OPTAR Code: T1	COMMAND SUPPORT	\$749,760.05	\$722,803.66	\$350,847.38	\$0.00	\$0.00	\$371,956.28	48.54%
Total for RC Code: NO		\$5,634,994.42	\$5,088,434.03	\$2,962,322.79	\$0.00	\$0.00	\$2,126,111.24	58.22%
RC Code: TM								
		Annual Planning Figure	Current Authorized	Cumulative Cost	Encumbered Amount	Inv Issued Amount	Available Balance	Current % Used
OPTAR Code: 1A	TRAINING PROGRAM 1	\$30.00	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00	0.00%
Total for RC Code: TM		\$5,635,024.42	\$20.00	\$2,962,322.79	\$0.00	\$0.00	\$20.00	*****
Total for Fund Administrator: N3581A		\$5,635,024.42	\$5,088,454.03	\$2,962,322.79	\$0.00	\$0.00	\$2,126,131.24	58.22%
Total for Resource Authorization:		\$5,635,024.42	\$5,088,454.03	\$2,962,322.79	\$0.00	\$0.00	\$2,126,131.24	58.22%

Reports at FA Level

The rest of the reports are actually run at the FA level. For example, if the MC selects Status of Funds Detail, the MC is prompted to select the FA for which they want to run the report.

Please Select a FA

B00161 - USNA - BUPERS
v

Continue

Close

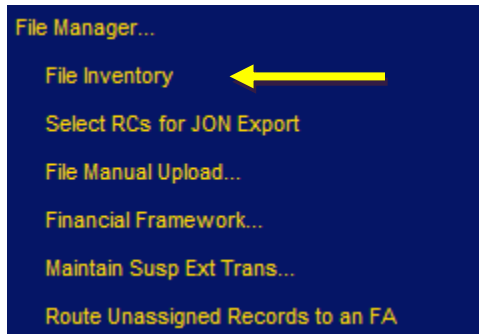
Clicking Continue takes the MC to the FA level to run the report.

Refer to the FA User's Guide or online help for a description of each of the report.

FILE MANAGER

File Inventory

All incoming/outgoing files processed by the Interface File Management (IFM) system can be viewed in the FASTDATA application via File Inventory.



Selection of File Inventory results in a screen similar to:

Search for Files

Filter

File Type:

From: To:

Physical File Search: Source External System: Sort Order:

Record Search:

Results

PAGE: 10 20 30 40 50 60 70 80 90 100

PAGE: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 >

Select	File Type (click to menu)	Physical File Name	DateTime Received into File Data	Status	DateTime Processed into FASTDATA	Source External System	Inbound/ Outbound	FA	Site	Transaction Amount	Record Count
<input type="checkbox"/>	OPTAR_AUTH 010 and 121 Authorizations	OPTAR_AUTH	01/01/2013 00:12:38	PRCSO	01/01/2013 00:12:38		Outbound	800161		\$37.48	11
<input type="checkbox"/>	STARS_RECORD Reconciliation inbound	RECON-800161-20121214-218832.2012-12-14-21-55-32.2012-12-14-21-56-35	12/14/2012 21:56:36	PRCSO	12/14/2012 21:56:36		Inbound	800161		\$0.00	327
<input type="checkbox"/>	BI_DTS DTS import from STARS-PL	DTS_800161-20121214-215131.2012-12-14-21-51-31.2012-12-14-21-56-15	12/14/2012 21:56:15	PRCSO	12/14/2012 21:56:15		Inbound	800161		\$34,956.62	49
<input type="checkbox"/>	AH10 STARS-PL Expenditure input	AH10_800161-20121214-204258.2012-12-14-20-42-58.2012-12-14-21-06-31	12/14/2012 21:06:31	PRCSO	12/14/2012 21:06:31		Inbound	800161	FI	\$342,577.58	257
<input type="checkbox"/>	STARS_RECORD Reconciliation inbound	RECON-GPTXN-20121214-204957.2012-12-14-20-49-57.2012-12-14-20-51-42	12/14/2012 20:51:44	PRCSO	12/13/2012 14:50:08		Inbound	GPTXN		\$0.00	18
<input type="checkbox"/>	BI_DTS DTS import from STARS-PL	DTS_GPTXN-20121214-204856.2012-12-14-20-48-56.2012-12-14-20-51-18	12/14/2012 20:51:17	PRCSO	12/14/2012 21:51:19		Inbound	GPTXN		\$322.00	2
<input type="checkbox"/>	AH10 STARS-PL Expenditure input	AH10_GPTXN-20121214-204389.2012-12-14-20-43-89.2012-12-14-20-48-08	12/14/2012 20:48:16	PRCSO	12/13/2012 14:50:03		Inbound	GPTXN	28	\$21,708.30	18
<input type="checkbox"/>	BI_STAG Accounting Transactions to STARS-PL STAG		12/14/2012 16:58:07	PRCSO	12/14/2012 16:58:07		Outbound	800161		\$1,794.00	1
<input type="checkbox"/>	BI_STAG Accounting Transactions to STARS-PL STAG		12/14/2012 16:58:33	PRCSO	12/14/2012 16:58:33		Outbound	GPTXN		\$34.00	1
<input type="checkbox"/>	BI_STAG Accounting Transactions to STARS-PL STAG		12/14/2012 14:58:06	PRCSO	12/14/2012 14:58:06		Outbound	800161		\$1,795.88	2

The Filter section at the top offers many options for searching for files. The user can filter by various choices. Clicking Filter will result in a list of the files in the Results section meeting the stated criteria. For example, selecting a File Type Name of B1_DTS – DTS Import from STARS-FL and clicking Filter would result in a list of all B1_DTS files within the Date Range.

See File Registration Display for list of incoming and outgoing files.

File Statuses:

INIT	Initial
UNPRC	Unprocessed
VALID	Valid
DELED	Marked for Deletion
CMPLT	Complete
PRCSD	Processed
ERBFV	Error in Processing
INEFF	Ineffective date detected

Other options available in the Filter section include:

- **FA** – Select one or multiple FAs
- **Site** - Select a Site from the dropdown list.
- **Inbound/Outbound** - Select either Inbound or Outbound.
- **Date Received** - The date range the file was received in Raw Data. Defaults to last 14 days, but may be changed up to 120 days. To view a file received on a specific day, both the From and TO must be the same date. If the users wants all files for a date range greater than 120 days, multiple queries must be submitted.
- **Physical File Search** – Enter the actual file name or partial name with wild card *.
- **Source External System** - To view files from a specific external system, select the system from the dropdown list. This field is populated when files are brought in or sent out.
- **Sort Order** - Files may be sorted by file elements in drop down list.
- **Record Search** – Enter an actual data string within a file. Do not use wild card for the application will consider it as part of the search string.
- **Ascending/Descending** - Sets your sort order in either Ascending or Descending order.

Select the **Filter** button to initiate your search.

The files that will show up when filtered can be Incoming or Outgoing Files.

Results

PAGE: 1

Select	File Type (click to view)	Physical File Name
<input type="checkbox"/>	AH10 STARS-FL Expenditure Import	AH10_N62841-20121003-205124.2012-10-03-20-51-24.2012-10-03-20-56-50
<input type="checkbox"/>	B1_STA00 Accounting Transactions to STARS-FL STA00	
<input type="checkbox"/>	B1_STA00 Accounting Transactions to STARS-FL STA00	
<input type="checkbox"/>	B1_STA00 Accounting Transactions to STARS-FL STA00	
<input type="checkbox"/>	AH10 STARS-FL Expenditure Import	AH10_N62841-20121002-210042.2012-10-02-21-00-42.2012-10-02-21-03-24
<input type="checkbox"/>	B1_STA00 Accounting Transactions to STARS-FL STA00	
<input type="checkbox"/>	B1_STA00 Accounting Transactions to STARS-FL STA00	
<input type="checkbox"/>	B1_STA00 Accounting Transactions to STARS-FL STA00	

Datetime Received into Raw Data	Status	Datetime Processed into FASTDATA	Source External System	Inbound/Outbound	Site	Transaction Amount	Record Count
10/03/2012 20:56:50	PRCSD	10/03/2012 21:31:56		Inbound	80	\$19.98	1
10/03/2012 13:38:13	PRCSD	10/03/2012 13:38:13		Outbound		\$0.00	4
10/03/2012 10:08:12	PRCSD	10/03/2012 10:08:12		Outbound		\$501.27	2
10/03/2012 09:08:11	PRCSD	10/03/2012 09:08:11		Outbound		\$19.98	1
10/02/2012 21:03:25	PRCSD	10/02/2012 21:38:33		Inbound	80	\$121,099.93	25
10/01/2012 14:59:08	PRCSD	10/01/2012 14:59:08		Outbound		\$34.65	2
10/01/2012 14:29:08	PRCSD	10/01/2012 14:29:08		Outbound		(\$57.69)	1
10/01/2012 11:29:03	PRCSD	10/01/2012 11:29:03		Outbound		\$272,962.00	1

Columns in the Inventory Results Section:

- **Select** – Check box to select file for other functions.
- **File Type** - The file name and description. Select it to view the raw data.
- **Physical File Name** – Actual file name of incoming or outgoing file.
- **Date/Time Received into Raw Data** - The date and exact time the file was received in raw data.
- **Status** - File Status as identified above.
- **Date/Time Processed into FASTDATA** - The date and time the file was processed in FASTDATA.
- **Source External System** - The external system that generated the file. Manually created files can enter this information in positions 4 thru 8.
- **Inbound/Outbound** – An indication as to whether the file was Inbound or Outbound.
- **Site** - The Site associated with the file.
- **Transaction Amount** - The cumulative dollar amount of all the records in the file.
- **Record Count** - The number of records in the file.

Raw Data

In the raw data of the **DTS file**, SPS in positions 4-6 appears. This is the contract data from the Standard Procurement System (SPS). SPS obligation transactions are typically against NC2726s, but obligations for any contractible document will be considered.

This would take the place of using the contract process to move the CM to AO. Since SPS already posts to STARS-FL, it will bring in the same obligation data that is already posted in STARS-FL.

This would take the place of using the contract process to move the CM to AO. Since SPS already posts to STARS-FL, it will bring in the same obligation data that is already posted in STARS-FL.

The following rules will apply to the incoming obligations:

Incoming 540N	Finds existing 915	Produces final contract
Incoming 540N	No existing document	Generates 540
Incoming 540L	Finds existing 915	Produces partial contract
Incoming 540T	Finds existing document	Processes as 540L
Incoming 540N	Finds existing 540	DOUBLE OBLIGATES!

If a subsequent 540N, 540L or 540T is received through the SPS interface citing a different contract than on the original 540, FASTDATA shall overwrite the existing contract information on the ACRN record.

When a DTS 510 is imported against a final non-preceded expenditure, the expenditure partial code will be set to “P” and the expenditure final count to “0”. Remarks will appear in the Transaction Description column of the Transaction History report as “The Final Expenditure was changed to Partial.”

In the STARS-FL **Expenditure Import file**, the raw date will display the Labor Expenditures. The document numbers that will post to your database will reflect "LB" labor, "OT" fringe, "FG" fringe in positions 9-10 of the document number created. These will post the labor expenditures.

NOTE: The MC has access to the incoming files and will be able to see the files that have errors on them. The STATUS code will show UNPRC or possibly ERBFV. The reason for the invalid transactions will be displayed and the FA or Site can fix the problem and REPROCESS.

Extract Option: Invalid ▼

Select All Deselect All Extract Close

Both the FA and the Site have visibility of all its suspended transactions for DTS/SPS under the **Maintain External Suspended Transactions** process; and both can reprocess after the correction is made (FA adds/releases JON, etc.)

For **MPC**, currently only the FA has visibility for Invalid JON errors; therefore, the FA would have to add the missing JON, release to the Site, and then REPROCESS.

Buttons for File Inventory:

Select All Deselect All Extract Close

Select All – Places a check in each file listed in results.

Deselect All – Removes all checks listed in results.

Extract – Creates a text file for the selected files for the user to save. Only one file type can be saved. If multiple files are selected, it will save as one file in order by individual files. The user can then manipulate the data using other software.

Close – Returns user to the menu.

Select RCs for JON Export



As shown below, selection of this menu item will take you to a screen that lists all of your RCs and their respective Appropriation data. From here, you have the option of setting the JON Export Mode to Manual or Automatic.

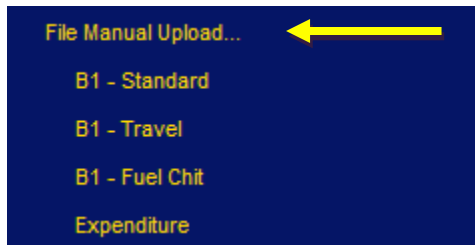
If you choose Manual by putting a checkmark in the Select box, eligible JONs from the selected RCs will be exported to STARS-FL via the automated job entitled “Send JONs to STARS-FL”. However, prior to the job running, you must return to this screen each time you wish to export JONs and select the RCs with JONs ready for export.

If you select Automatic, the desired years must also be chosen from the drop list. Selecting Automatic will eliminate the need for you to return to this screen each time you wish to export JONs to STARS-FL. For the RCs you mark as Automatic, the eligible JONs will export each time the automated job “Send JONs to STARS-FL” is activated.

The screenshot shows the 'RCs for JON Export' window. It features a table with the following columns: Export Mode, Select, Select Year, FA, RC, Appropriation, Sub Head, BCN, SA OB, and System Code. The table contains four rows of data. The first row has 'Manual' selected in the Export Mode column. The second row has 'Manual' selected. The third row has 'Automatic' selected, and a red circle highlights this selection. A red arrow points to the 'Automatic' option. The fourth row has 'Automatic' selected. The 'Select' column has checkboxes for each row. The 'Select Year' column has a dropdown menu for the third row, which is currently set to 'Current Year Only'. The 'System Code' column contains text describing the system code for each row.

Export Mode	Select	Select Year	FA	RC	Appropriation	Sub Head	BCN	SA OB	System Code
Manual	<input type="checkbox"/>		EDUC00	AA	1711804	1300	EDU00	0	1 - RMS Operations (O&M and DBOF funding) FASTDATA
Manual	<input type="checkbox"/>		EDUC00	AB	1711804	1200	EDU00	0	1 - RMS Operations (O&M and DBOF funding) FASTDATA
Automatic	<input checked="" type="checkbox"/>	Current Year Only	EDUC00	BU	1711804	3705	BB094	0	1 - RMS Operations (O&M and DBOF funding) FASTDATA
Automatic	<input checked="" type="checkbox"/>		EDUC00	MY	1711319	4200	EDU00	0	5 - Research, Development, Test and Evaluation FASTDATA

File Manual Upload



Not in Release L – to be implemented in later release.

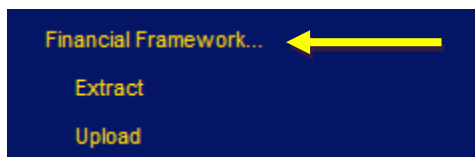
Financial Framework

The MC has the ability to build and/or update a full financial framework (RC, OPTAR, SITE, Serial, AUTH, and JONs) via interface text file and push down to multiple FAs at one time. This process may establish the entire financial framework from the RC down, the OPTAR down or just adding new JONs. BUMED has a central repository called the Cost Account Dictionary (CAD) that is used to build a financial framework that will pass all of the STARS validations.

The entire FA can be realigned which, for BUMED, will happen periodically, but primarily in the Outyear. Extreme care should be exercised to coordinate these moves with FD Helpdesk and with STARS. There should be no JON Extracts coming from STARS during this period, nor should JONs be exported from FASTDATA, with Valid/Invalid feedback being received while the realignment is taking place.

In addition to realigning an entire FA or entire Site where there is one source and one destination for the realignment being performed, FD must accommodate situations where there are multiple source and/or multiple destination FAs and/or Sites. Some examples are 1) JONs from FA #1/Site #1 move to FA#2 in different sites. 2) A regional command is split up and the JONs go to multiple FAs/multiple Sites. 3) Individual JONs move between sites. 4) All of the JONs from one FA (multiple sites) are consolidated into a single site in a different FA.

Use this tool to push Financial Framework for Disaster Response, Establish Outyear Framework, or allows MC User to delete all sections except the RC 10/11 section and makes necessary changes to RC section to include Direct Quarter amounts.



Extract

The MC may filter before extracting the data. After Filtering, check the box(s) in the Extract column.

Financial Framework - Extract

Filter

CC:

RM:

FA:

RC:

Short LOA:

Sort Order:

Ascending

Descending

Filter

Results

PAGE SIZE: 10 25 50 100 250

PAGE: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 >>

Extract	CC	RM	FA	RC	Short LOA
<input type="checkbox"/>	USNASCST	USNARMST	B00161	12TX	17 13/13 1804 12TX 00161 068566
<input type="checkbox"/>	USNASCST	USNARMST	B00161	22LA	17 13/13 1804 22LA 00161 0 068566
<input type="checkbox"/>	USNASCST	USNARMST	B00161	22TA	17 13/13 1804 22TA 00161 0 068566
<input type="checkbox"/>	USNASCST	USNARMST	B00161	P7YH	17 13/15 1810 P7YH 00161 0 068566
<input type="checkbox"/>	USNASCST	USNARMST	B00161	REMB	17 13/13 1804 22LA 00161 0 068566
<input type="checkbox"/>	USNASCST	USNARMST	GIFTXX	01	17 X/X 8733 6801 01040 0 068892
<input type="checkbox"/>	USNASCST	USNARMST	GIFTXX	02	17 X/X 8733 6801 02040 0 068892
<input type="checkbox"/>	USNASCST	USNARMST	GIFTXX	03	17 X/X 8733 6801 03040 0 068892
<input type="checkbox"/>	USNASCST	USNARMST	GIFTXX	04	17 X/X 8733 6801 04040 0 068892
<input type="checkbox"/>	USNASCST	USNARMST	GIFTXX	07	17 X/X 8733 6801 07040 0 068892

Add All
Remove All
Extract
Close

The extracted data can be pulled into Excel to be easily updated.

Each type of record shall contain a header record.

- 10 – header record identifier for Responsibility Centers
- 20 – header record identifier for Sites
- 30 – header record identifier for OPTARs
- 40 – header record identifier for Serial Ranges and Doc Types
- 50 – header record identifier for Authorizations
- 60 – header record identifier for Grantors
- 70 – header record identifier for Job Order Numbers
- 80 – header record identifier for JON realignments within or across FAs.

Each type of record may contain a detail record.

- 11 – detail record identifier for Responsibility Centers
- 21 – detail record identifier for Sites
- 31 – detail record identifier for OPTARs
- 41 – detail record identifier for Serial Ranges and Doc Types
- 51 – detail record identifier for Authorizations
- 61 – record identifier for Grantors
- 71 – record identifier for Job Order Numbers
- 81 – record identifier for JON realignments.

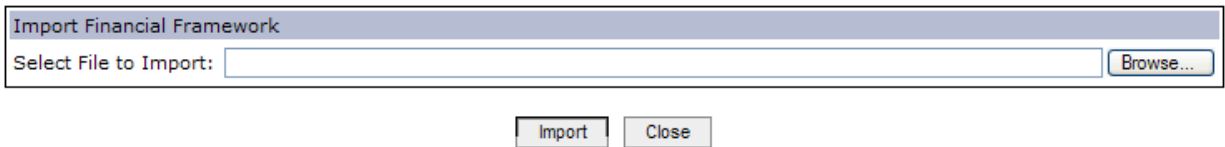
Upload

After the MC has updated the data, it must be saved as a text file to be uploaded into FASTDATA.

The file **MUST** be in the correct sequence to successful build a new Financial Framework. For example, the records to add new JONS cannot be listed before the new Authorization to which it

is associated. It works in the same manner as if the FA is manually building it through the online screens.

Select Browse and locate the folder / file to be uploaded. Then click Import.



File Rejects:

- If invalid column headings are included in the file, the entire file will be rejected. “Invalid” column headings include those identified in each section that must **not** be present in the file.
- If mandatory column headings are missing from the file, the entire file will be rejected. This is because of the parent/child relationship of the validations – for example, if the RC section can’t process, this will affect other sections.
- Files may contain data for multiple FAs within the importing user role’s purview. Each record will be evaluated to ensure the FA cited in the record is within the allowable purview of the MC role importing the FF file. If FAs outside the MC user’s purview are included in the file, the entire file will be rejected.
- Each section may contain only one header row. If there are multiple header rows for any section, the file will be rejected.
- The number of attributes in the detail records must match the number of column headings for that section. For sections containing creates and updates, all the mandatory fields to create new attributes must be included. If there are sections with a different number of detail and header records, the entire file will be rejected.
- FA_ID must appear first after the header/detail identifier, followed by FY_ID, in each row for parsing purposes. If not, the entire file will be rejected.
- Files may contain data for multiple Fiscal Years but must be within the allowable FY range for each FA. This is usually Current FY – 8 through Outyear but for prior year FAs will be less. If there are records that cite fiscal years outside any FA’s allowable range, the entire file will be rejected.

Record Rejects:

- If a column header is present but the data is NULL – the attribute will be set to NULL if allowed (insert or update). If the attribute cannot be NULL as described in the applicable section, the record will be rejected. For example, for columns headers EXP_VARIANCE_AMT, CC_ID, OC_ID with corresponding detail values 10000.23,,252 FD will interpret as: EXP_VARIANCE_AMT = 10000.23; CC_ID = NULL; OC_ID = 252. If a NULL value falls at the end of a row, the last character in that row will be a comma.
- Records with an error status will have a corresponding error record containing the reason for rejection.
- Users may import any combination of sections. However, since there is a hierarchy to Financial Framework data, each section will be evaluated in order. Records that pass validations will be inserted and committed to the database before going to the next section. This will ensure new parent records will be in place when child records are evaluated.

- All fields that are mandatory in the FA's web screen, are also mandatory in the upload, else the record will be rejected.

Report – Financial Framework Import. It will be Excel or CSV only, and will contain the data from the imported file, along with a status to indicate whether each record was Created, Updated, or Rejected. If the record was rejected, a Rejected Reason will be included.

Financial Framework Import

MC: USNA-MC

FY: 2013

File Name/Date:

File Name Filter:

File Created Date Filter:

Run CSV Report

Run Excel Report

Filter

Close

Sample Excel format:

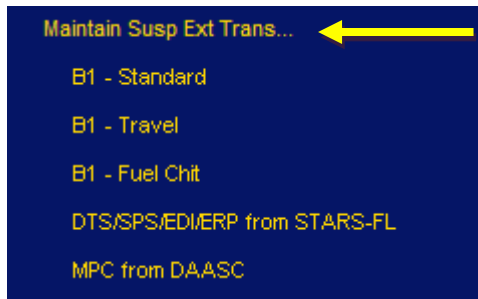
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
10	FA_ID	FY_ID	RC_ID	ASN_ID	SAR_ID	AI_ID	BS_ID	SCL_ID	Q1_DIRECT_O	Q1_DIRECT_LAI	Q2_DIRECT_OTL	Q2_DIRECT_LAB	Q3_DIRECT_OTL	Q3_DIRECT_LAE
11	N00168	2012	6P	00168	0	068688	0130	1832	2858000	0	0	0	500000	0
11	N00168	2012	20	00168	0	068688	0130	18P2	0	0	0	0	0	0
11	N00168	2012	28	00168	0	068688	0130	18P2	0	0	0	0	0	0
11	N00168	2012	2E	00168	0	068688	0130	18P2	0	0	0	0	0	0
11	N00168	2012	2G	00168	0	068688	0130	18P2	0	0	0	0	0	0
11	N00168	2012	67	00168	0	068688	0130	18P2	0	0	0	0	0	0
11	N00168	2012	80	00168	0	068688	0130	18P2	0	0	0	0	0	0
11	N00168	2012	81	00168	0	068688	0130	18P2	0	0	0	0	0	0
11	N00168	2012	24	00168	0	068688	0130	18P2	0	0	649621.6	0	0	0
11	N00168	2012	50	00168	0	068688	0130	18P2	101500	0	15874.98	0	0	0
11	N00168	2012	3	00168	0	068688	0130	18P2	11244601.89	0	7013216.6	0	3500600	0
11	N00168	2012	10	00168	0	068688	0130	18P2	113394.42	0	237320	0	95970	0

P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
Q4_DIRECT	Q4_DIRECT	SYSTEM_CODE	DEPT	TDEPT	BUD	EXP_V	EXP_V	GENERAL	PAA_T	COST_CODE	ACTION	REJECT REASON	
0	0	1	97			0	0	Y	3	5	CREATED		
0	0	1	97			10	0	Y	3	5	UPDATED		
0	0	1	97			10	0	Y	3	5	REJECTED	RA not distributed to FA	
0	0	1	97			10	0	Y	3	5	CREATED		
0	0	1	97			10	0	Y	3	5	CREATED		
0	0	1	97			10	0	Y	3	5	UPDATED		
0	0	1	97			10	0	Y	3	5	CREATED		
0	0	1	97			10	0	Y	3	5	CREATED		
0	0	1	97			10	0	Y	3	5	UPDATED		
0	0	1	97			10	0	Y	3	5	UPDATED		
0	0	1	97			10	0	Y	3	5	UPDATED		

A	B	C	D	E	F	G	H	I	J	K
20	FA_ID	FY_ID	SITE_IC	SITE_DESC	STATION_USE	SPS_IND	SITE_LOCKED	DCN_GENERATE	ACTION	REJECT REASON
21	N00168	2012	00	COMMAND SUITE	N	N	N	Y	UPDATED	
21	N00168	2012	02	DIR NURSING SVCS	N	N	N	Y	UPDATED	
21	N00168	2012	03	DIR MED SVCS	N	N	N	Y	UPDATED	
21	N00168	2012	04	DIR SURGICAL SVCS	N	N	N	Y	UPDATED	
21	N00168	2012	05	DIR CLINICAL SUPPORT SVCS	N	N	N	Y	CREATED	
21	N00168	2012	06	DIR PUBLIC HEALTH SVCS	N	N	N	Y	UPDATED	
21	N00168	2012	08	DIR RESOURCE MANAGEMENT	N	N	N	Y	UPDATED	
21	N00168	2012	09	DIR ADMINISTRATION	N	N	N	Y	CREATED	
21	N00168	2012	10	DIR DENTAL SVCS	N	N	N	Y	UPDATED	
21	N00168	2012	12	DIR BEHAVIORAL HEALTH	N	N	N	N	UPDATED	
21	N00168	2012	14	DIR PROFESSIONAL EDUCATION	N	N	N	N	UPDATED	

Maintain Suspended External Transactions

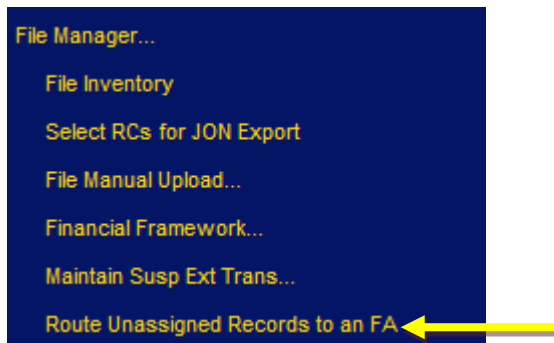
Not in Release L – to be implemented in later release.



Route Unassigned Records to an FA

Upper level will determine to which FA an unmatched document belongs and can direct to that FA for correction. This may occur if: A Component Command or Resource Manager uploads a file containing FAs not within their Distribution framework or an external interface such as MPC or DTS routes erroneous records to FASTDATA and FASTDATA cannot determine to which FA the records belong. There is a low probability that these records may ever occur, however FASTDATA has this tool in place if it does occur.

Upper level may also purge documents not belonging to the MC.



Selecting this link, will display this screen.

Route Unassigned Records

Filter

File Type: [dropdown] File Name: [text] From: [text] To: [text]

Sort Order: ☐ Ascending ☒ Descending

File Date [dropdown]

Filter

Route to FA: [dropdown]

Results

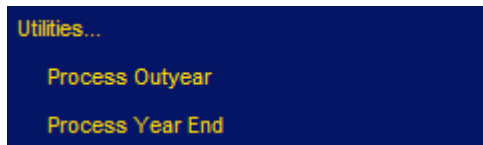
Select	File Type	File Name	Datetime Received	Record
No Records Found				

Close

The MC can filter the records by using the top part of the screen.

The MC must select one FA at a time to route the records.

UTILITIES



Process Outyear

Not in Release L – to be implemented in later release.

Process Year End

- Provides utilities for the MC, CC or RM to perform the following actions for selected FA's:
 - Update document costs to clear any outstanding commitments at the end of the year to simulate the liquidation that occurs in STARS/FL.
 - Note for Training: When using this option, make sure the recon is up to date. If it's not, the recon will not be cleaned up. The user will need to make the adjustment(s) by using the options in the Recon Process or directly updating the document.
 - Purge all suspended transactions
 - Purge all suspended expenditures
 - Purge all FA transaction suspension rules
 - Purge all FA expenditure suspension rules
 - Activate automated job, Release Financial Framework to Site(s)
- De-Activate automated job, Release Outyear Financial Framework to Site(s)
- Provides new report, Year End Purge Details. Accessed by MC, CC, RM and FA.

The user selects All FAs or can pick and choose which ones to process, then sets the desired functions to yes or no and clicks Process

Process Year End for FAs		
FA Selection		
All FAs		
N00022 - BUPERS		
N00076 - NETC HQ		
N00024 - NAVAL WAR COLLEGE		
N00210 - NTC GREAT LAKES		
Purge all current and prior year suspended transactions	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Purge all current and prior year suspended expenditures	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Purge FA created transaction suspension rules	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Purge FA created expenditure suspension rules	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Liquidate current and prior year commitments	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Activate Release Financial Framework to Site(s)	<input checked="" type="radio"/> Yes	<input type="radio"/> No
De-Activate Release Outyear Financial Framework to Site(s)	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<input type="button" value="Process"/> <input type="button" value="Close"/>		

FASTDATA returns a summary screen for the users to review prior to processing.

Totals for Suspended Records to be Purged.		
FA	Trans	Exp
N00022	15	30
N00076	122	65
N00024	0	10
N00210	42	0
N00281	89	6
Total	268	111
<input type="button" value="Process"/> <input type="button" value="Close"/>		

The user can process the desired year end function or elect to Close (cancel).

Report – Purged Suspended Transactions and Expenditures.

A report is available to see the latest results of the process.
The report is run by FA.

Purged Suspended Transactions and Expenditures

FA: B00161

FY: 2013

Run Report

Run CSV Report

Run Excel Report

Close

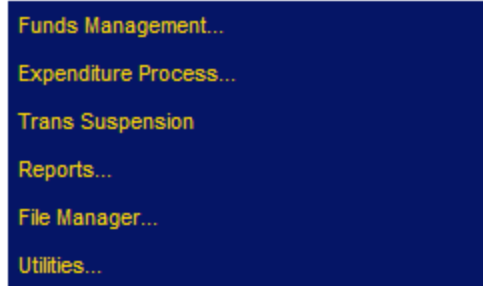
Sample report.

Purged Suspended Transactions / Expenditures Report											
Filter: Suspended Transactions for FA UIC01											
Site ID	Batch ID	Ex Cld	DCN	ACRN	JON	EE	DOC	Amount	Qty	P/F	Suspension Reason
Transaction 6	20113393	540	N0016110TG05954	AA	001610BFA67	Q	252	\$350.00		T	CORRECT IN STARS
Transaction FI	20113392	540	N0016111MD02100	AA	001611DJA60	Q	252	(\$20,085.00)		T	CORRECT IN STARS

Purged Suspended Transactions / Expenditures Report											
Filter: Suspended Expenditures for FA UIC01											
Site ID	Batch ID	DCN	ACRN	JON	EE	DOC	Amount	Qty	P/F	Suspension Type	
Expend 6	STAR111071	N0016111CORRECT	AA	001611BEMA2	E	210	\$918.10	00001	C	JON Mismatch for DCN/ACRN	
Expend 29	STAR101071	N0016111CORRECT	AA	001611BE702	U	111	\$10,657.03		C	Labor/Non-labor Mismatch for Expense Element/Document Type	
Expend 29	STAR101071	N0016111CORRECT	AA	001611BE702	U	111	(\$10,657.03)		C	Labor/Non-labor Mismatch for Expense Element/Document Type	

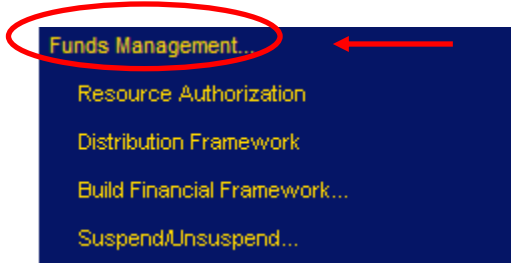
COMPONENT COMMAND ROLE

The main menu items available for the Component Command user are the same as for the MC user with the exception of General Settings in the Fund Management list. The System Administrator controls the security access.



FUNDS MANAGEMENT MENU

The Component Command User must update their Distribution Framework. For all other Menu options, refer to the Major Command section.



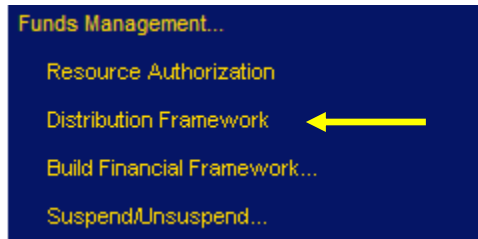
A **Resource Authorization (RA)** is the first entry point of the funding to be used in FASTDATA Web and will reflect the money your command has received on a funding document such as the 2168-1.

As discussed in the Introduction of this manual, a Resource Authorization may be established at any of the role levels above the Site and may be distributed in a number of ways. For instance, the Major Command may directly fund an FA or may distribute funds to the FA through a Component Command and/or Resource Manager. Therefore, in order to distinguish which funding method your Command is going to incorporate, it is necessary to set up the desired **Distribution Framework before establishing the RA.**

Distribution Framework

The Component Command may directly fund an FA or may distribute funds to the FA through a Resource Manager. The Distribution Framework screen is used to set up relationships with Resource Managers and Fund Administrators for distributing these funds.

Select Funds Management, then the Distribution Framework sub-menu to open the Component Command – Distribution Framework screen. An example is shown on the next page.



If the Component Command wants to directly fund a Resource Manager or Fund Administrator, the Distribution screen must be adjusted to reflect this by moving the RM and/or FA from the Unassigned column to the Assigned column. Select the name listed under the appropriate role and click Add or Add All (for all entries). Remove or Remove All works in the same manner. RMs and FAs may be funded by more than one upper-level source.

Click Save following any changes.

Once the desired distribution is set up, the Component Command may proceed to establish Resource Authorizations (RAs) and/or distribute dollars.

Component Command - Distribution Framework

Resource Managers

Unassigned

Assigned

ACADV00

Add >

Remove <

Add All >>

Remove All <<

FAs

Unassigned

Assigned

EDUC00
TUIT00

Add >

Remove <

Add All >>

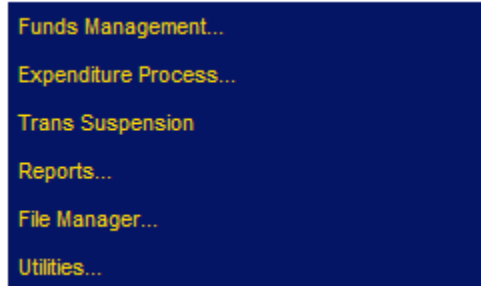
Remove All <<

Save

Close

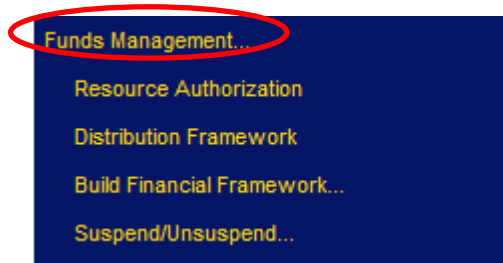
RESOURCE MANAGER ROLE

The main menu items available for the Resource Manager user are the same as for the MC user with the exception of General Settings in the Fund Management list and Lock Sites in Utilities. The System Administrator controls the security access.



FUNDS MANAGEMENT MENU

Highlight Funds Management to reveal the “sub-menu” options available to the Resource Manager:



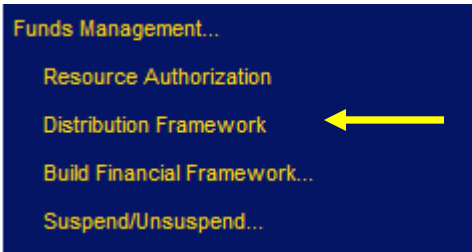
A **Resource Authorization (RA)** is the first entry point of the funding to be used in FASTDATA Web and will reflect the money your command has received on a funding document such as the 2168-1.

As discussed in the Introduction of this manual, a Resource Authorization may be established at any of the role levels above the Site and may be distributed in a number of ways. For instance, the Major Command may directly fund an FA or may distribute funds to the FA through a Component Command and/or Resource Manager. Therefore, in order to distinguish which funding method your Command is going to incorporate, it is necessary to set up the desired **Distribution Framework before establishing the RA.**

Distribution Framework

The Resource Manager may directly fund an FA. The Distribution Framework screen is used to set up relationships with Fund Administrators for distributing these funds.

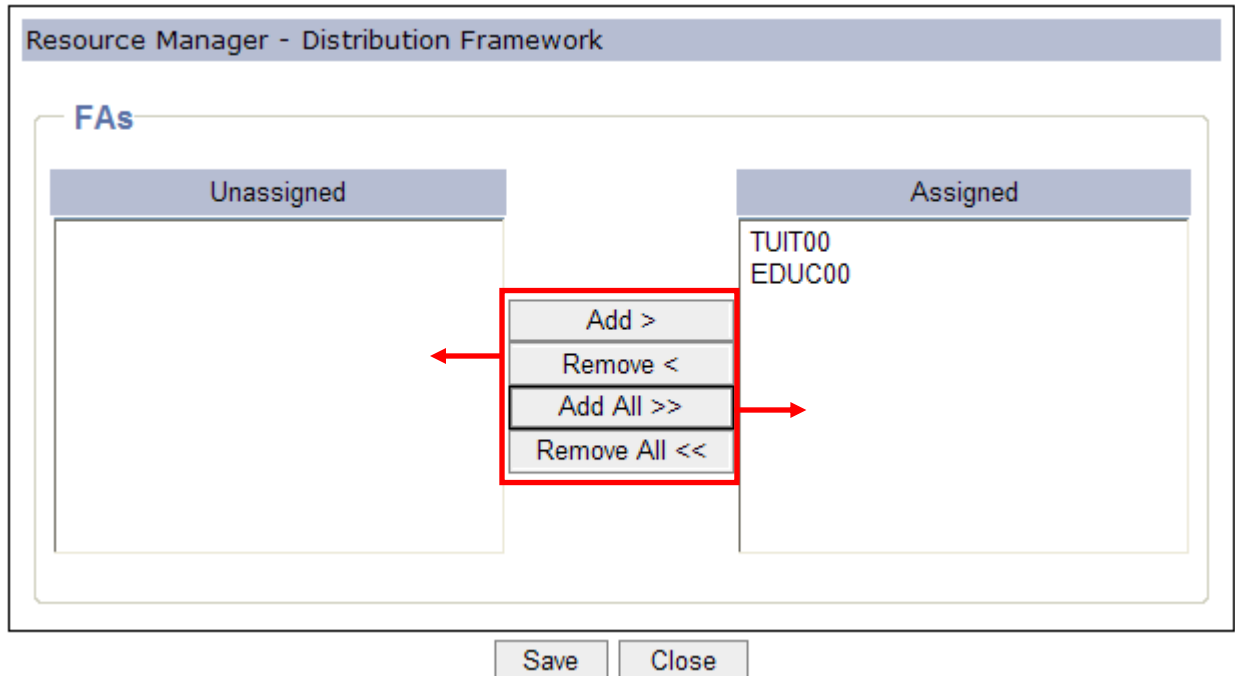
Select Funds Management, then the Distribution Framework sub-menu to open the Resource Manager – Distribution Framework screen. An example is shown below.



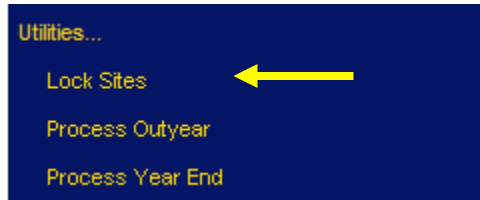
The Distribution screen must be adjusted to reflect the FA or FAs to which the Resource Manager may pass funding. The desired FA(s) must be moved from the Unassigned column to the Assigned column. The user would select the name listed under the appropriate role and click Add or Add All (for all entries). Remove or Remove All works in the same manner.

Any changes should be followed by clicking Save.

Once the desired distribution is set up, the Resource Manager may proceed to establish Resource Authorizations (RAs) and/or distribute dollars.



LOCK SITES



Resource Managers (as well as FAs) have the capability to lock or unlock Sites to accommodate end-of-month reconciliation between STARS-FL and FASTDATA Web. Sites may be locked individually or all at one time.

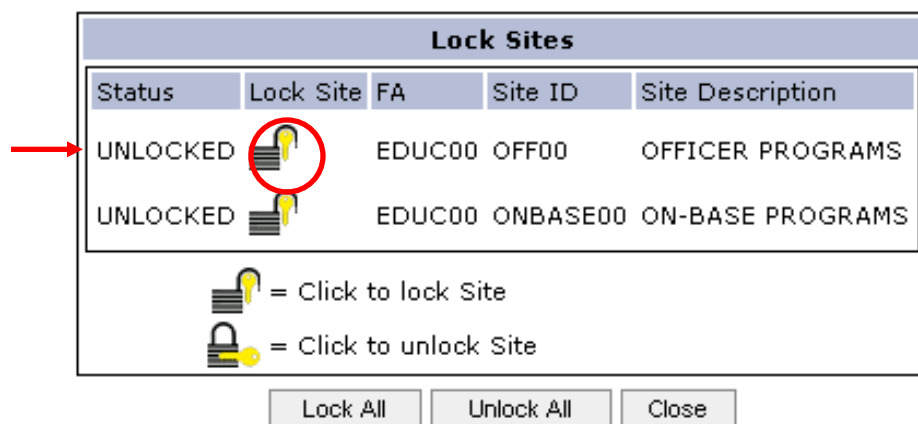
Locking a Site does not actually stop the flow of data between a Site and FA. Any users who belong to a group with Update status for the “Site Locked Access” capability would still be able to create and transmit transactions.

Select Funds Management, then the Lock Sites sub-menu to open the Lock Sites screen.

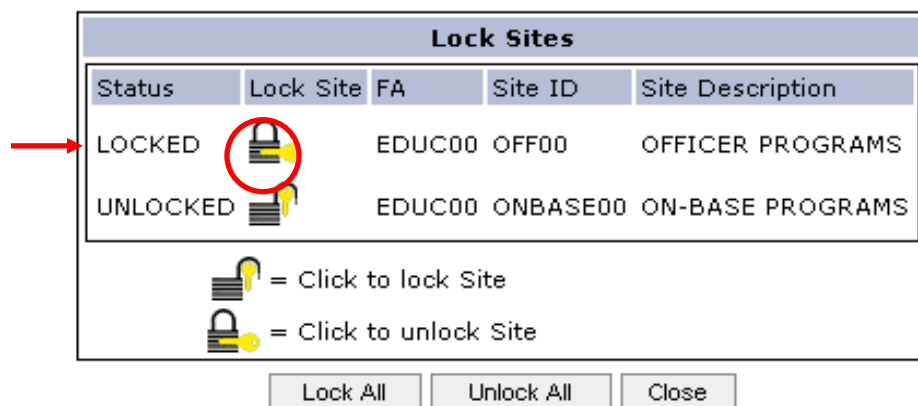
A screenshot of the 'Lock Sites' screen. It has a title bar 'Lock Sites'. Below it is a 'Filter' section with a dropdown menu 'Filter by FA: EDUC00'. Below the filter is a table with columns: Status, Lock Site, FA, Site ID, and Site Description. The table contains three rows, all with 'UNLOCKED' status. Below the table is a legend: a lightbulb icon = Click to lock Site, and a padlock icon = Click to unlock Site. At the bottom are three buttons: 'Lock All', 'Unlock All', and 'Close'.

Each Site and its current status (locked or unlocked) are shown along with the FA, Site ID and Site Description.

Clicking on the open Lock Site icon will cause the Site to become locked.

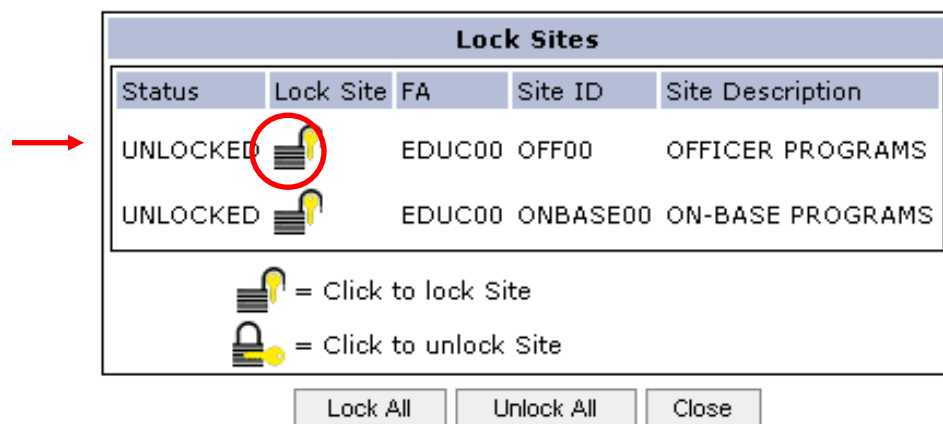


Notice how the icon has changed to a locked icon and the Status now reads as Locked.



Upon locking the Site, a message will appear confirming that Lock Site was successful.

Clicking on the closed Lock Site icon will cause the Site to become unlocked.



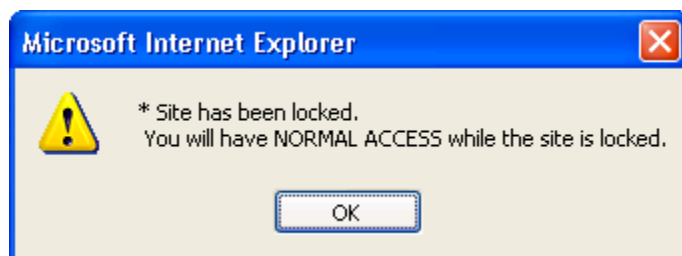
Upon unlocking the Site, a message will appear confirming successful unlocking of the Site. Click OK to close the message.



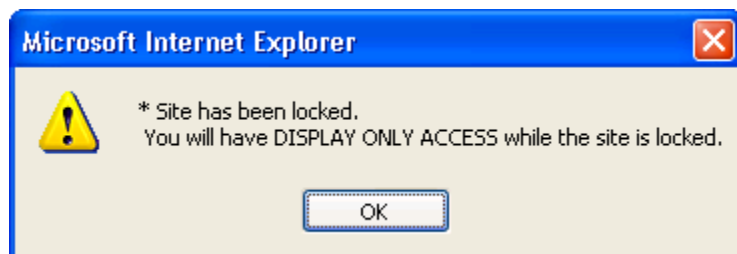
Locking the Site will limit the Main Menu Options available to Site role users. When a Site is locked, Site users will have one of three types of access:

- Full or normal access - Access is not restricted when the Site is locked
- Display-only access – Allows viewing of reports and documents only
- No access - Denies access to the Site when it is locked

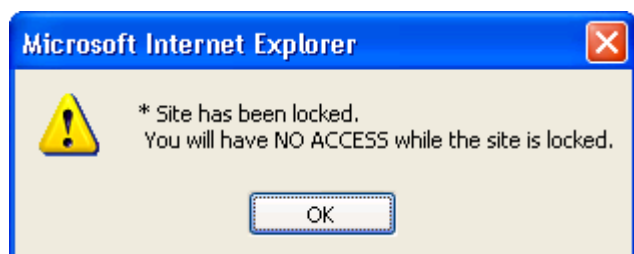
The Site role with full or “normal access” to a locked Site will see this message prior to entry to the Site. It will alert them that the Site has been locked, but their access will be unchanged.



The Site role with “display only” access to a locked Site will see this message:



The Site role with “no access” to a locked Site will see the following message and will not have access to the Site:



APPENDIX A – GUIDE FOR CREATING UPPER LEVEL DISTRIBUTION FRAMEWORK

Guide for Creating Upper Level Distribution Framework

Upper Level Distribution Framework Summary

There are four levels at which the Resource Authorization (RA) may be managed: Major Command (MC), Component Command (CC), Resource Manager (RM), and Fund Administrator (FA). When funding is managed above the FA, Subhead funding lines are distributed to a lower level and ultimately to the FA. The FA creates the financial framework (Responsibility Center, OPTAR, Authorization, and JON) and releases to the Sites for spending. Each Responsibility Center is associated to a RA. For example, funding received on a 2168-1 can be entered at the Resource Manager level and distributed to one or more FA's. Funding can be held by the RM by not distributing to the FA. A user may be assigned to one or more roles at each level. The Resource Authorization may be established at the FA level, however access rights to establish the RA is granted to all FA users as part of the Funds Management functions, which includes the maintenance of financial framework.

Upper level roles of MC, CC, RM and FA and Resource Authorizations make up the distribution framework. The RAs your activity administers and your organizational structure should be considered. Within the entity each RA may be established at separate levels (MC, CC, RM or FA) and distributed to different roles. For example, OMN type funding may be established at the MC and distributed to the CC. The CC may then distribute the OMN funds to the FA. Procurement type funding may be established by the RM and distributed to the FA, while MPN funding is established at the FA level. There are eight possible 'paths' RA funding may take:

- MC – CC – RM – FA
- MC – CC – FA
- MC – RM – FA
- MC – FA
- CC – RM – FA
- CC – FA
- RM – FA
- FA

Each entity will be established with one Major Command role. The System Administrator is automatically assigned the MC role and can assign other users to the MC role. If the MC creates the RA, the MC will have online visibility of funds distributed to one or more CC, RM or FA. The MC will always have access to executive summary reports for the activity.

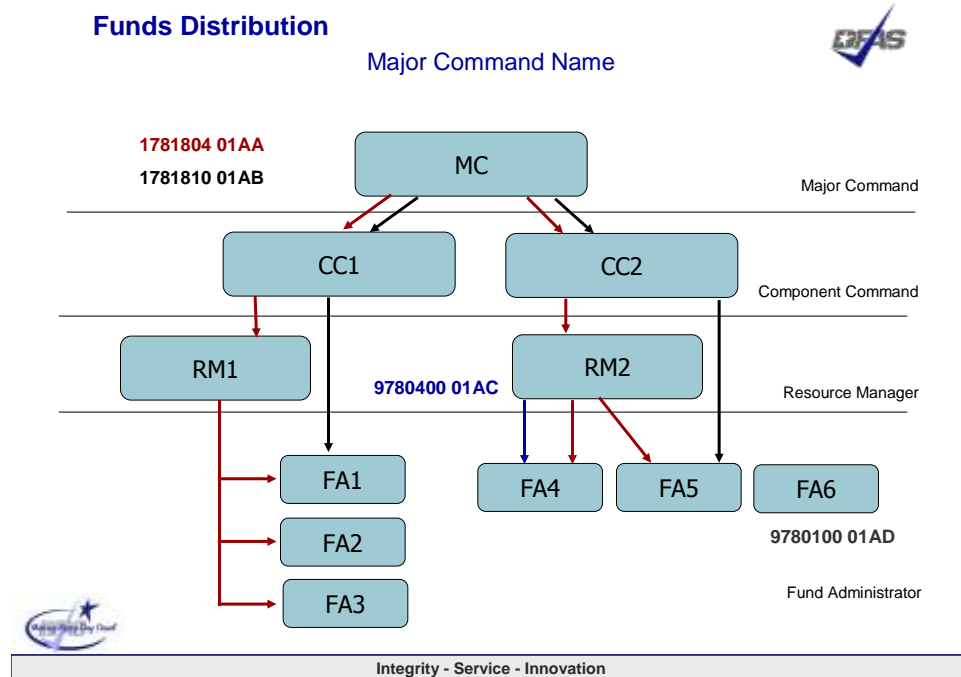
The Component Command role is optional. If a CC role is not needed for the entity a 'ghost' role is established for possible future use. If the CC creates the RA, the CC will have visibility of distributed funds on queries and reports. If the CC receives funds from the MC, the CC will have visibility of the funds received and distributed to a lower level (RM or FA). The CC will not have visibility of funds managed at the MC level.

The Resource Manager role is optional. If a RM roles is not needed for the entity a ‘ghost’ roles is established for possible future use. If the RM creates the RA, the RM will have visibility of distributed funds on queries and reports. If the RM receives funds from the MC or CC, the RM will have visibility of the funds received and distributed to the FA(s). The RM will not have visibility of funds managed at the MC or CC level.

The Fund Administrator may create the RA or receive the RA in distribution from an upper level role (MC, CC or RM). The FA will have visibility of funds received or created on queries and reports. For each RA, the FA establishes the financial framework and releases the financial data to the Site(s) where the funds are spent.

Scenario

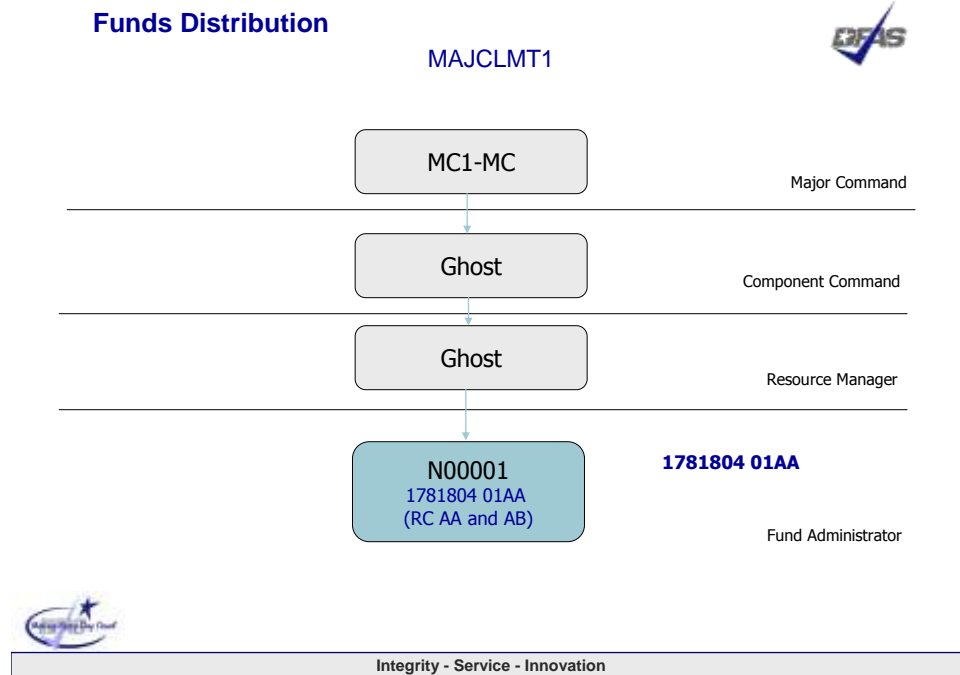
The Funds Distribution chart below depicts several possible distribution paths the RA may follow through the distribution framework. The roles of Major Command (MC), Component Command (CC), Resource Manager (RM) and Fund Administrator (FA) are on the right. The MC creates RA 1781804 01AA and distributes to CC1 and CC2. CC1 distributes to RM1 and CC2 distributes to RM2. RM1 distributes to FA1, FA2 and FA3. RM2 distributes to FA4 and FA5. MC creates RA 1781810 01AB and distributes to CC1 and CC2. CC1 distributes to FA1. CC2 distributes to FA5. RM2 creates RA 9780400 01AC and distributes to FA4. FA6 creates RA 9780100 01AD. The FAs are then ready to create the financial framework against the RA funds.



Distribution Framework Examples

The following are examples of implementations of the upper level distribution framework.

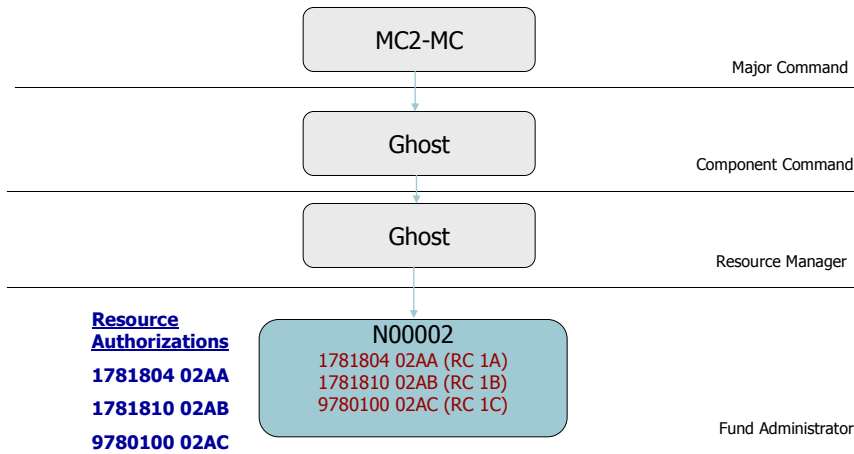
MAJCLMT1 distribution framework has a Major Command (MC1-MC) and one FA (N00001). The FA creates and administers the RA (1781804 03AC). Responsibility Centers MP and HQ reference the RA in the FA's financial framework. There are no Component Commands or Resource Managers and the Major Command is not used.



MAJCLMT2 distribution framework has a Major Command (MC2-MC) and one FA (N00002). The FA creates and administers the RAs 1781804 02AA, 1781810 02AB, and 9780100 02AC. Responsibility Centers 1A, 1B and 1C reference the respective RAs in the FA's financial framework. There are no Component Commands or Resource Managers and the Major Command is not used.

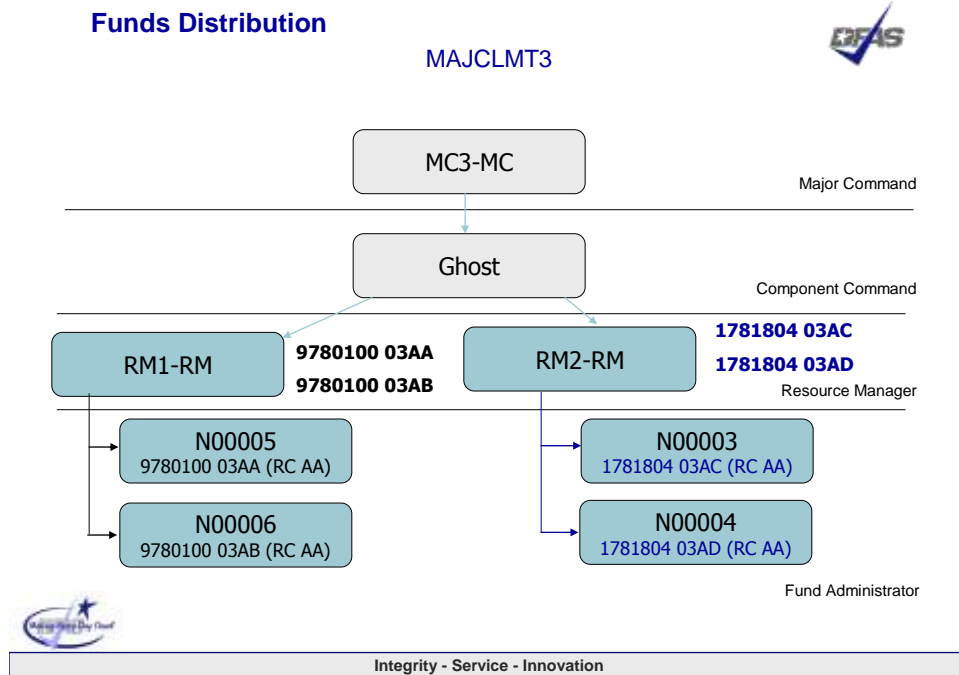
Funds Distribution

MAJCLMT2

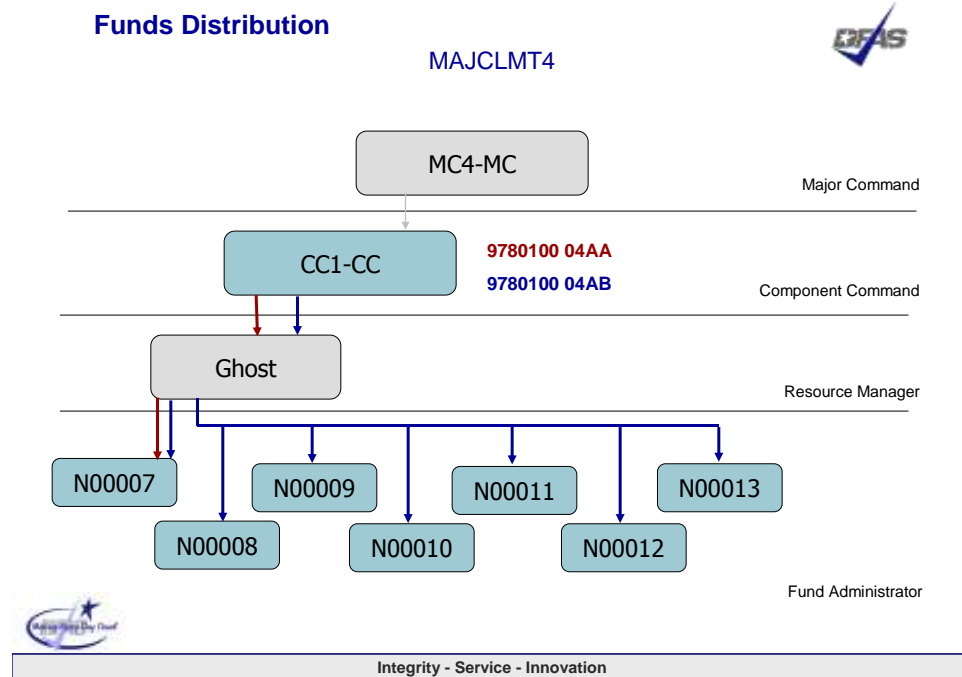


Integrity - Service - Innovation

MAJCLMT3 distribution framework has a Major Command (MC3-MC) and two Resource Managers (RM1-RM and RM2-RM). RM1-RM has two FAs (N00005 and N00006). RM2-RM has two FAs (N00003 and N00004). RM1-RM creates RA 9780100 with two Subheads (03AA and 03AB) and distributes to N00005 and N00006 respectively. RM2-RM creates RA 1781804 with two Subheads (03AC and 03AD) and distributes to N00003 and N00004 respectively. Each FA creates a Responsibility Center and references the respective RAs in the FA's financial framework. There are no Component Command roles and the Major Command is not used.



MAJCLMT4 distribution framework has a Major Command (MC4-MC), one Component Command (CC1-CC), and seven FAs (N00007, N00008, N00009, N00010, N00011, N00012, and N00013). CC1-CC creates RA 9780100 with two Subheads (04AA and 04AB) and distributes 04AA to N00007 and 04AB to all FAs. Each FA creates the financial framework referencing their respective RAs. There are no Resource Manager roles and Major Command MC4-MC is not used.



Distribution Framework Inquiries and Reports

Resource Authorization Administration Details View

The Resource Authorization Administration provides a drilldown view of funds management and distribution, from creation of the Resource Authorization at the Major Command, Component Command, Resource Manager or FA level to processing of source documents at the Sites.

Executive Summary Report

The Executive Summary Report provides the capability to view resource authorizations and spending at the funding levels, which provides comparable performance figures across the activity. Status of Funds information provides the details supporting the spending (Total Obligated) and funds distributions at the FA level and below. The report is composed of two sections, which displays on part 1 the Resource Authorization Funding, Distributions, Total Balance, and Total Obligated at the Major Command, Component Command, Resource Manager, and Fund Administrator levels, and on part 2 the Status of Funds Report at the Fund Administrator level and below.

Executive Status Report

This report provides the capability to view resource authorizations and spending at the funding levels, which provides comparable performance figures across the activity. Status of Funds information provides the details supporting the spending (Total Obligated) and funds distributions at the FA level and below. The report provides a breakdown by Expense Element within the OPTAR and summarizes to the RC. The impact of initiations on available balances and current % used is also provided on this report.